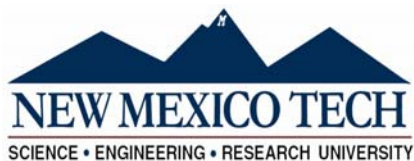


**Posted:** December 17, 2019



## POSITION ANNOUNCEMENT

**TITLE:** ADMINISTRATIVE SECRETARY I

**DEPT:** MECHANICAL ENGINEERING

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE:** \$10.75

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**INTERNAL POSTING THROUGH:** January 6, 2020\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB DUTIES:

Responsible for various secretarial, bookkeeping and administrative duties to support staff, students, faculty, and other personnel associated with the department. Responsible for department record keeping; maintaining of departmental files; receiving, replying, and/or distributing mail/emails; typing forms and correspondence; process electronic forms and reports in the university databases, take minutes of department meetings. Maintain copier/scanner machine. Schedule, conduct and tally course evaluations. Distribute and process all department purchase orders and invoices. Schedule meetings, order and maintain department supplies.

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition math. 3 years' applicable education or experience required. Secretarial skills required. Basic computer skills required. Knowledge of Microsoft programs (word, excel) required. Communication skills, oral and written required. Basic bookkeeping skills required. Email skills.