

Posted: August 29, 2019



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: VP FOR ADMINISTRATION & FINANCE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$9.50-\$11.80

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: September 9, 2019* 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:

This position will primarily support the Administrative Assistant to the Vice President for Administration and Finance. Coordinates an effective and efficient paper flow primarily with the Administrative Assistant. Greets, visitors, answers phones, and assists processing mail. Ensure office is stocked at all times with supplies and orders when supplies are needed. Data entry; enters and maintains logs for required documentation in the VPAF database. Maintains and files all department documents and maintains them in department database. Additional duties as assigned.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, basic composition and math. Excellent customer service skills required. Proficient in Microsoft Suite skills required. Excellent organizational skills required. Excellent time management skills and ability to prioritize work required. Working knowledge of general office equipment required.