Definition of Class
This is a highly experienced level secretarial position in which the incumbent functions as the principal support to the executive officer. The incumbent performs both administrative and secretarial duties and is given broad latitude and judgment within the framework of sound office practices. The work involves frequent contact with persons within and outside of the University system for the purpose of exchanging information. This class differs from others within the secretarial series in the degree of proficiency, discretion and confidentiality. The incumbent receives instructions on a general basis from immediate supervisor and may coordinate the work of other support staff.

Examples of Work Performed
May act as a liaison for the executive officer with members of the Board of Trustees, internal and external departments, organizations, agencies and general public.

Coordinates and maintains calendar of appointments, including interviewing callers and making appropriate referrals.

Makes arrangements for travel, conferences and meetings; notifies appropriate parties of the date, time, and location of such arrangements, and prepares travel authorizations, and reimbursements.

Organizes, designs, and maintains a complex filing system for classifying, retrieving and disposing of such material as correspondence, records, reports and other documents.

Using personal computer and software types technical and non-technical correspondence, reports, minutes and other similar documents requiring knowledge of spelling, punctuation and syntax sufficient to identify and correct grammatical errors, using independent decisions regarding format and arrangement.

Prepares and/or compiles data, reports, forms and materials for various briefings, meetings and conferences.

Routes correspondence and other materials by name of functional area in order to ensure timely distribution and appropriate action.

Assists in the preparation of budgets and University forms.

Maintains departmental budgets and posts charges to office accounts; reviews monthly charges and account balances. Assists departmental personnel with purchasing to ensure adherence to University policy on property procurement.

Maintains equipment maintenance contracts.

Maintains all account payable files, tracks accounts receivable to ensure proper credit, and tracks accounts payable to ensure accurate payment on all departmental purchases.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.
1. Coordinates and maintains calendar of appointments.
2. Organizes, designs, and maintains a complex filing system.
3. Prepares and/or compiles data, reports, forms, and materials.
4. Makes arrangements for travel, conferences, and meetings.
5. Assists in the preparation of budgets and forms.
6. Uses personal computer and software to type correspondence, reports, minutes, etc.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job-related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to talk or hear. The incumbent is frequently required to sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; stoop, kneel, crouch or crawl; and reach with hands and arms.

**Experience/Educational Requirements**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

**Experience:**
Four (4) years of experience related to the above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Title VI/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.