JOB DESCRIPTION

Administrative Secretary

Definition of Class
This is experienced level secretarial work in which the incumbent functions as the principal secretary to Head of a department or higher and, in some cases, to the administrative staff and exercises full authority in one or more of the following areas: (a) directs and coordinates the work of other support staff, (b) performs supervision of duties requiring a technical knowledge in a specialized subject matter area, or (c) administrative support in implementing the directives of the department. Work involves the application of established rules and procedures and decision-making that affects the quality, accuracy, or utility of results. The incumbent receives directions from the immediate supervisor but normally operates within the framework of standard operating procedures and established guidelines. Contacts with persons within or outside the department involve the exchange of information, which requires the exercise of judgment.

Examples of Work Performed
Composes correspondence to individuals requesting or in need of routine information or interpretation of standard procedure.

Makes arrangements for travel, conferences, university programs and meetings, maintaining a calendar of such events and notifying concerned parties of the date, time, and location of such arrangements.

Locates and assembles information for various reports, briefings, meetings, and conferences.

Coordinates the flow of clerical processes or the interface of a specialized function within the department.

Types non-technical and technical correspondence, reports, minutes, and other similar documents from longhand and shorthand notes or typed or printed copy requiring a knowledge of spelling, punctuation, and syntax sufficient to identify and correct grammatical errors, making independent decisions regarding format and arrangement.

Routes correspondence and other materials by name of functional area in order to ensure that such materials are distributed in a timely manner.

May assist in recruiting efforts and preparing printed materials. Maintains student files.

Organizes, designs, and maintains a filing system for classifying, retrieving, and disposing of such materials as correspondence, records, reports, and other documents using personal computer and software.

Places local and long distance calls upon request to various officials and other parties; refers incoming telephone calls and visitors to the appropriate person or functional area and answers departmental inquiries.

Prepares University forms, monitors budgets, prepares and revises documents, and schedules appointments. Processes payroll forms and maintains departmental leave records.

Requests a variety of supplies, publication materials, office equipment and maintenance services as needed.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs related or similar duties as required or assigned.

Note: It is recognized that many similar duties are inherent in all secretarial classifications; however, the level of difficulty of
work performed is determined by its use in the organizational structure. An administrative secretary would normally work under the supervision of an administrator reporting to a Division Head.

**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. Makes arrangements for travel, conferences, University programs and meetings and maintains a calendar of such events.
2. Organizes, designs, and maintains a filing system.
3. Coordinates the flow of clerical processes within the department.
4. Performs complex secretarial duties such as transcribing dictation; typing; compiling information; maintaining records; and placing, answering and referring telephone calls.
5. Prepares University forms, monitors budgets, and schedules appointments.

**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 frequently required to sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is regularly required to talk or hear. Incumbent occasionally is required to stand; walk and stoop, kneel, crouch or crawl.

**Experience/Educational Requirements:**

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

**AND**

**Experience:**
Two (2) years of experience related to the above described duties.

**Background Requirements**
This position requires a background check upon hire. *(Athletic department employees only)*

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