JOB DESCRIPTION

Senior Administrative Secretary

Definition of Class
This is experienced level support work in which the incumbent performs secretarial and administrative work, normally under the supervision of a Dean. The incumbent is given considerable latitude in exercising judgment and discretion in administrative matters. The incumbent maintains administrative records and relieves the department. The incumbent may provide technical guidance and direct the work of other support staff.

Examples of Work Performed
Prepares letters or statements, a portion or all of which may be composed or compiled by the secretary on the basis of personal knowledge of the subject matter using personal computer and software.

Arranges and schedules appointments, including interviewing callers and making proper referrals; prepares materials and makes arrangements for meetings as required. Prepares travel authorization and reimbursements for the division.

Studies reports received for supervisor, checks and compares with previous reports or other data and brings to attention significant items, changes, errors, or omissions. Maintains up-to-date management manuals, directives, budget records, and related materials. Establishes and maintains office files, correspondence, mailing lists, and reports required for reference and efficient operation of the department.

Transcribes dictation, types and maintains office records. Advises or directs secretarial, clerical, or office personnel in the organization regarding University policies, practices, and procedures.

Performs other administrative duties such as recommending departmental procedures, assisting with budgets, and serving as liaison with internal and external agencies.

Maintains departmental budgets; posts charges to office accounts; and reviews monthly charges and account balances.

Maintains equipment maintenance contracts.

Processes payroll forms and maintains departmental leave records.

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

Types non-technical and technical correspondence, reports, minutes, and other similar documents from longhand and shorthand notes and 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.

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

Performs similar or related duties as assigned or required.

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; talk and hear; and use hands to finger, handle or feel objects, tools, or controls. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

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

  **AND**

- **Experience:** Three (3) years of experience related to the above described duties.

**Background Requirements**

This position requires a background check upon hire.

**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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