Definition of Class
This is an experienced level position in which incumbent performs complex secretarial duties and related work to assist and relieve administrative personnel. Work requires initiative and judgment in planning, organizing, and setting up proper form for departmental correspondence, records, and reports using personal computers and software. Incumbent may be required to guide and instruct other support staff. Work is reviewed by departmental supervisor.

Examples of Work Performed
Transcribes dictation, types technical/non-technical letters, memos, reports, records, and other similar documents from rough draft, corrected copy, dictated notes or transcribing machine recording, requiring initiative and judgment to plan, organize, and set up in proper form.

Compiles information, prepares regular or special reports on departmental activities, maintains departmental personnel records, develops and maintains spreadsheet of departmental records, maintains filing system, and provides necessary documents for staff members' use in meetings.

Screens all incoming correspondence and routes to appropriate individual or department and may compose replies for approval or signature of supervisor.

Answers telephone, takes messages, answers departmental inquiries and assists in problem solving in accordance with general instructions. Transmits instructions or information to and from staff members; prepares travel authorizations and reimbursements for the department.

Schedules meetings, arranges appointments, and makes travel reservations as requested.

Guides and instructs assigned clerical employees as required.

Prepares forms and purchase requisitions, monitors departmental budget.

Orders and inventories office supplies and equipment when necessary.

Organizes and prioritizes workload within the department.

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

Performs related duties or similar 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.

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. Performs complex secretarial duties such as transcribing dictation, typing, compiling information, maintaining records and filing systems, and answering the telephone.
2. Schedules meetings, arranges appointments, and makes travel arrangements.
3. Orders and inventories office supplies and equipment.
4. Monitors departmental budget.

**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 for 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 sit; talk or 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 crawl.

**Experience/Educational Requirements:**

- **Education:** Graduation from a standard four-year high school or equivalent (GED).
  - AND
- **Experience:** One (1) year of experience related to the above described duties.

**Additional Requirement (for Japanese Outreach Programs only):**
Must be able to speak, read, and write Japanese

**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.

Rev. 03/31/2015

*The University of Mississippi is an EO/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.*