Definition of Class
The incumbent in this position provides secretarial support to one or more individuals, normally at the departmental level. The work involves factual information and follows clearly prescribed office practices. The work typically involves straightforward application of rules and procedures. The incumbent receives instructions and directions from the supervisor. Contacts with persons within and outside the University are limited in scope and involve the exchange of routine, factual information. The incumbent may provide direction and guidance to student workers.

Examples of Work Performed
Maintains a filing system of correspondence, records, reports, and other documents; files materials and obtains requested information from the file as needed.

Opens mail, routes correspondence and other materials by name or functional area in order to ensure that such materials are distributed in a timely manner.

Refers incoming telephone calls and visitors to the appropriate person or functional area.

Processes payments for purchases, rentals, subscriptions, and other miscellaneous items.

Types technical or non-technical letters, memos, reports, and other similar documents requiring a knowledge of spelling, punctuation, and syntax sufficient to identify and correct grammatical errors, making independent decisions regarding format and arrangement.

Works with calendars, schedules, meetings, University forms, payroll, and leave records.

Makes travel arrangements and prepares forms for reimbursements, etc.

Maintains inventory and orders office supplies, materials, equipment, and uniforms as directed.

Maintains certain departmental records.

Assists with maintaining department website, newsletter, public relations materials and emails.

Maintains neat and orderly work area and customer lobby.

Performs similar or related duties 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. Performs basic secretarial duties such as typing, processing mail, answering phones, greeting visitors, filing, copying, and setting appointments.

2. Participates in maintaining calendars, schedules, and records.
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 25 pounds.

Vision: Requirements of this job include good 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; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.

Licensure:
Must have a valid driver’s license upon employment and a State of Mississippi driver’s license within (30) days of employment.

Experience/Educational Requirements:

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

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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