



University System of Maryland Job Class Specification

TITLE: SECRETARY
FLSA: NONEXEMPT
EEO6: H40
IPEDS-SOC: S-436014

JOB CODE: N06SCU
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: OFF SEC

APPROVED BY: Chancellor's Designee:
James Sansbury, Associate VC Financial Affairs/Human Resources

EFFECTIVE DATE: 01/22/2008

JOB SUMMARY

Under direct supervision, provides routine administrative and clerical support to an individual, office, department or program. Work requires general knowledge of the organization or program where assigned. Work involves exercise of limited discretion, minor consequence of error, and operating within well defined procedures and instructions.

PRIMARY DUTIES

1. Formats, updates and proofreads a variety of documents from materials created by others.
2. Composes and sends routine correspondence following specified procedures or selects simple form letters in response to routine inquiries
3. Sets up and maintains simple files. Assists in preparing and administering office accounts and records. Enters, updates, and retrieves information stored in files and databases
4. Opens, sorts, and routes mail.
5. Receives telephone calls and visitors. Answers routine inquiries and takes messages. Relays messages and instructions from supervisor.
6. Schedules and coordinates meetings and appointments. Makes travel arrangements following specific instructions and keeps travel itinerary
7. Gathers material, obtains documents and background information for reports and other purposes in accordance with specific instructions. Ensures confidentiality of information

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION:High School Diploma or GED

EXPERIENCE:One year experience providing administrative support.

OTHER:Applicants may be required to complete the institution's required skills assessment

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to be considered. Some positions require specific skills such as word processing, spreadsheet, presentation, database, email or calendaring software, and Internet proficiency.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of and skill in the practical application of generally accepted office practices and procedures. Ability to communicate effectively both orally and in writing. Ability to proofread and edit written documents. Skill in various computer software packages, such as word processing, spreadsheets, database, and presentation programs, Internet, email and calendaring software. Ability to understand and follow oral and written instructions. Ability to interact effectively with internal and external parties in a courteous manner. Ability to plan, organize, prioritize, and execute multiple and continuing assignments with general instructions.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

N/A