BOARD OF REGENTS
Governing Iowa's Public Universities

**REGENT MERIT SYSTEM**

**CLASS CODE: 1071**
**PAY GRADE: 504**

# Secretary I

## GENERAL CLASS DESCRIPTION

Under direct supervision, performs secretarial work such as typing, making appointments and serving as a receptionist for one or more staff members on a regular basis. Duties involve the use of personal computers, computer terminals, and a variety of software and/or conventional office equipment.

## CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Reads and distributes incoming mail and assembles files and other material to facilitate reply by supervisor.

2. Prepares and proofs minutes of meetings, correspondence, tabular data, reports, medical records, examinations, articles and other material from rough draft, dictating machines, various other source data and instructions.

3. Receives visitors and answers the telephone; screens calls and callers, disposing personally of routine matters or referring them to appropriate persons.

4. Maintains appointment schedules and arranges for meetings and conferences.

5. Makes travel arrangements and prepares expense vouchers.

6. Maintains general databases and spreadsheets, hard copy and computerized files, account records, and a variety of other office records such as student and patient records.

7. Operates office equipment such as computers, copiers, calculators, and/or facsimile machines.

8. Assigns, coordinates and reviews the work of student personnel.

## KNOWLEDGES, SKILLS AND ABILITIES

1. Knowledge of office routines and functions sufficient to refer visitors and telephone calls and to route correspondence by name or functional area.

2. Knowledge of institutional and unit policies, processes and forms.

3. Knowledge of proper format, grammar, spelling, punctuation, and capitalization.

4. Skill in operating office equipment.

5. Skill in utilizing a personal computer and related software.

6. Ability to communicate effectively with staff, students, and the public.

7. Ability to follow oral and written instructions accurately.

8. Ability to collect data, keep accurate records, and prepare reports.

9. Ability to organize and prioritize multiple tasks.

## MINIMUM ELIGIBILITY REQUIREMENTS

Any combination of related clerical office experience, related undergraduate education and/or post high school clerical training that is the equivalent to one year of full-time employment and includes the use of word processing.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

*Last Revised: June 20, 2017*