



**Position Title:** Secretary IV  
**Reports To:** Assistant to the Vice Provost  
**Department:** Information Technology (IT)  
**Prepared By/Date:** Donna French/01-04-2012  
**Approved By/Date:** Karl Herleman/01-09-2012  
**Revised:**

**Job Code:** 4139-00E  
**Job Group:** SNE  
**Salary Grade:** 12  
**FLSA Status:** Non-Exempt

**Summary:**

The Secretary IV provides advanced and complex administrative level support to the Office of the Vice Provost for Information Technology.

**Essential Duties and Responsibilities:**

- Works as part of the office's staff support team and provides support accordingly
- Monitors and maintains records
- Acts as linker or scanner for Image Now
- Prepares all purchase requisitions for the renewal of annual IT contracts
- Plans and schedules meetings and conferences
- Types correspondence and assists in compiling of reports for internal and external distribution
- Handles direct inquiries from the public and follows-up with appropriate action
- Composes routine correspondence independently and maintains mailing lists; files and completes special projects as assigned
- Answers telephone, screens callers, relays messages and greets visitors
- Records minutes of staff meetings
- Maintains and distributes office supplies
- Prepares on-line payrolls
- Makes decisions regarding dissemination of information, screening of visitors and deferral or immediate action in absence of supervisor
- Assists with supervision of student assistants including work assignments
- Handles highly sensitive and confidential information
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- Knowledge and commitment to the college mission
- Knowledge of current technical developments/trends in area of expertise
- Excellent organizational and communications skills (both oral and written)
- Knowledge of PC applications and solid computational skill
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Ability to type 40 wpm
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents
- Ability to work with user communities of diverse backgrounds and skill levels
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associates degree or business school degree/certificate and four (4) years of progressive office experience as a secretary

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name