

**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Secretary II**

**Job Code: 111015**

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**OT Eligible: Yes**

**Comp Approval: 10/14/2004**

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**JOB SUMMARY:**

Performs a variety of secretarial and clerical duties and some administrative tasks which require a knowledge of departmental policies and procedures.

**JOB ACCOUNTABILITIES:**

**\*E/M/NA % TIME**

- \_\_\_\_\_ \_\_\_\_\_ Types and proofs correspondence, memoranda, reports, proposals, technical papers, manuscripts, other documents, and related materials for supervisor or department staff as requested. Typically uses word processing equipment or a personal computer.
  - \_\_\_\_\_ \_\_\_\_\_ Creates and maintains charts, graphs, spreadsheets and databases on a personal computer.
  - \_\_\_\_\_ \_\_\_\_\_ Composes a variety of correspondence and memoranda from verbal directions or from knowledge of departmental policy or procedures.
  - \_\_\_\_\_ \_\_\_\_\_ Maintains appointment calendar(s). Schedules and confirms meetings and arranges for travel, facilities, equipment, parking, refreshments and other related details.
  - \_\_\_\_\_ \_\_\_\_\_ Attends meetings. Takes and prepares minutes for review by supervisor prior to distribution.
  - \_\_\_\_\_ \_\_\_\_\_ Makes travel and lodging arrangements for supervisor or department staff.
  - \_\_\_\_\_ \_\_\_\_\_ Answers telephones, routes callers, takes messages and provides routine information to clients or customers.
  - \_\_\_\_\_ \_\_\_\_\_ Operates electronic mail systems and coordinates the flow of information, both internally and externally.
  - \_\_\_\_\_ \_\_\_\_\_ Reads and prioritizes incoming mail. Handles or routes as appropriate.
  - \_\_\_\_\_ \_\_\_\_\_ Assists supervisor in the collection of various materials and data for special reports and special projects, such as budget preparation.
  - \_\_\_\_\_ \_\_\_\_\_ Provides assistance in the day-to-day administration of department.
  - \_\_\_\_\_ \_\_\_\_\_ Establishes and maintains hard copy and/or electronic files and records.
  - \_\_\_\_\_ \_\_\_\_\_ Oversees equipment and office supply inventories and initiates or approves service requests and supply orders.
  - \_\_\_\_\_ \_\_\_\_\_ Performs a variety of clerical duties, e.g., photocopies, collates, distributes, mails, faxes, files, delivers and/or picks up materials from on or off-campus.
- Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

\*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

High school or equivalent

**Minimum Experience:**

1 year

**Minimum Field of Expertise:**

Secretarial experience with knowledge of PC software packages such as spreadsheets, word processing, graphics, etc.

**Preferred Education:**

Associate's degree

**Preferred Experience:**

2 years

**Preferred Field of Expertise:**

Prefer secretarial experience in a comparable environment to provide knowledge of operations, policies and procedures

**Skills: Administrative:**

- Answer telephones
- Arrange travel
- Balance figures
- Communicate with others to gather information
- Compose letters
- Compute totals
- Coordinate meetings
- Draft routine correspondence
- Edit routine documents
- Edit technical or scientific text
- Establish filing systems
- Gather data
- Input data
- Maintain filing systems
- Read handwritten text

- Research information
- Schedule appointments
- Take minutes
- Take shorthand
- Transcribe dictated documents
- Use computer packages to prepare graphics
- Use computerized spreadsheets
- Use database and/or word processing software
- Verify calculations
- Writes memorandums for own signature

**Skills: Machine/Equipment:**

- Adding machine
- Calculator
- Computer network (university)
- Computer peripheral equipment
- Dictation equipment
- Fax
- Personal computer
- Photocopier
- Typewriter
- Word processor

**Supervises: Level:**

May oversee student, temporary and/or casual workers.

**SIGNATURES:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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