



DATE ISSUED: 11/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Senior Secretary

JOB SUMMARY

Performs responsible and complex duties associated with a specialized clerical function. Duties may be generally described as: planning, assigning, coordinating, directing, scheduling, evaluating, verifying, training, and processing of information. A thorough knowledge of policies, procedures, and methods for the area of responsibility is required. Initiative and independent judgment are frequently exercised in formulating procedures or methods, and in program coordination. Work is performed under general supervision within established policies and procedures and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Designated supervisor

Supervises: May supervise clerical employees

ESSENTIAL DUTIES - May include, but not limited to the following:

- Performs technical clerical work involving the exercise of independent judgment.
- Exercises independent judgment in selecting and transcribing data from documents that have not been pre-examined or coded.
- Determines work priorities for a section or clerical function.
- Formulates procedures and methods in keeping with general policy.
- Makes appointments for supervisor; receives and screens visitors.
- Responds to telephone questions and inquiries from visitors on departmental policies and procedures.
- Performs the mail run.
- Receives, logs, sorts, and distributes mail.
- Composes routine correspondence to students or the general public.
- Posts bookkeeping information and prepares summary reports.

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- Types, letters, reports, forms, and other materials from notes, rough drafts or dictation.
- Maintains a variety of complex and/or confidential records and files.
- Assembles and organizes materials used by the supervisor in completing work assignments.
- Prepares annual appointment and budget forms, periodic reports, class and/or office schedules.
- Coordinates the details of the office to which the incumbent is assigned; supervises and train clerical employees.
- Performs specialized functions and completes special projects.
- Develops office forms and initiates office procedures or changes in office procedures.

ADDITIONAL DUTIES

- Greets and directs visitors, staff, faculty and students.
- Reviews work of other clerical employees.
- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Some college course work preferred.

EXPERIENCE

Four years of progressively responsible clerical experience. Additional job-related education may substitute for some of the required experience on a year-for-year basis.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Working knowledge of office practices and methods.
- Ability to perform mathematical calculations and/or verify information accurately.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____

Date: _____

Employee Printed Name: _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.