



**TEXAS WOMAN'S**  
UNIVERSITY™

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

## **JOB DESCRIPTION**

### **TITLE**

Secretary

### **JOB SUMMARY**

Performs clerical duties in a variety of University settings. Responsibilities encompass basic bookkeeping, scheduling, processing, recording and verifying information requiring knowledge of organizational policies and procedures and a general expertise in the area of assigned work. 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 Policy & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Reports to designated supervisor

*Supervises:* May supervise clerical employees and Student Assistants

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

- Sorts, files, codes, stocks or classifies correspondence, data or material.
- Works in areas requiring knowledge of specialized terminology.
- Inputs, classifies, maintains, retrieves, or processes computerized data that is routine in nature.
- Maintains and verifies complex statistical data.
- Schedules appointments and assists students, faculty, staff, or the general public with department policies and procedures through telephone, written form, or in person.
- Assembles and organizes materials used by the supervisor in completing work assignments.
- Assists in the inventory, ordering and verifying of supplies and materials.
- Handles monetary transactions of a complex and responsible nature.
- Types complex forms and correspondence.
- Keeps records and develops office forms and procedures.
- Performs the mail run.

- Receives, sorts, logs and distributes mail.

### **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.

### **EXPERIENCE**

Two years of progressively responsible clerical experience. Additional 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 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:** \_\_\_\_\_

***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,***

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***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.***