

STANDARD JOB DESCRIPTION

203

Job Title: SECRETARY 3

Pay Grade:

5

Level Definition: Positions at this level involve a combination of moderately complex secretarial and routine administrative duties where incumbents are assigned specific areas of responsibility within a university program, section, department, faculty, school or administrative unit, requiring a general knowledge of departmental and university policies and procedures.

Typical Duties: May perform any of the duties of the lower level secretarial classifications and in addition:

- Reads incoming mail; attaches relevant background material and maintains "bring forward" system for items needing follow-up action.
- Composes routine correspondence requiring familiar information such as providing factual information on department programs, services and procedures.
- Performs secretarial duties including screening calls, making appointments, arranging meetings, compiling items required for meetings, attending meetings, typing and distributing minutes, and making travel arrangements.
- Performs bookkeeping routines associated with processing forms, verifying/correcting information, recording expenditures and preparing summary statements of account balances.
- Organizes and maintains files, reading materials, student records and/or other records relevant to activities of the unit.
- Serves as resource person for the department's automated office system by training clerical and secretarial staff and demonstrating equipment to other users; explaining capabilities and limitations of equipment; troubleshooting operational problems; designing, testing and adapting formats and information processing applications for department use. Keeps current on technological developments and provides input regarding hardware/software purchases.
- Explains work procedures and coordinates the work of staff at lower classifications.
- Performs other duties related to the qualifications and requirements of the job.

Decision Making: The nature of work requires planning the sequence of duties, the work methods to be employed and the action to be taken. Applies knowledge of procedures, guidelines and regulations and makes decisions based on guidelines and precedents. New or unusual problems are referred to supervisor.

APPROVED:

A. J. Burian,
2...

Date

December 31, 1985

APPROVED: _____

Supervision
Received:

Work is done under general supervision. Performs familiar duties independently and in accordance with established procedures.

supervision

Coordinates the work of and provides assistance to employees at lower classifications as requested.

Minimum Qualifications

Education:

High school graduation with training in stenographic skills, office procedures and practices. A university degree may be required by some departments. Knowledge of a second language may be required.

Experience:

Minimum three years related experience or two years relevant U.B.C. experience. Where incumbent acts as resource person for a department's automated office system experience must include one year in the operation of such equipment.

Skills:

Ability to: type at 50 w.p.m., take shorthand at 100 w.p.m. where required; operate automated office systems, transcribers and other office equipment as necessary in performance of duties.

Proficiency in English grammar, spelling and punctuation. Ability to compose simple, clear, concise business letters; and to communicate effectively and tactfully with others in the obtaining and giving of information.

May require the ability to type material of a specialized nature specific to the department.

DKR:sl

12/20/85