

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 1996**

**SECRETARY**

**FLSA STATUS: NON-EXEMPT – PAY GRADE: 4 – C**

**JOB FAMILY: OFFICE/ADMINISTRATIVE SUPPORT   JOB FUNCTION: ADMIN SUPPORT SERVICES**

**GENERAL STATEMENT OF JOB**

Employees in this category provide diversified routine administrative support for one specific functional area or for a first level manager, with ability to perform more complex duties based on a six month to one-year exposure in department specific matters. Position may periodically provide guidance/instruction to student assistants during peak work periods. Employees in this class have solid knowledge of modern office procedures, and possess keyboard skills critical to the position.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Provides assistance via telephone, in person, and/or by mail, e.g., completing forms/applications, explaining policy and procedure, researching information, directing to appropriate entities for assistance.

Maintains filing system, and files and retrieves various records, files, forms, reports, and/or related department documents, as directed.

Operates typewriters and/or word processors in transferring/transcribing/composing various documentation, i.e., correspondence, memoranda, journal entries.

Maintains accounting records, i.e., billing, expenditures, revenues, inventory, and payroll.

Determines funds availability and prepares purchase orders and requisitions.

Receives, processes and distributes mail, and prepares forms, letters, and parcels for mailing.

Prepares and distributes daily/weekly/monthly/annual reports, news releases, announcements, and other relevant materials appropriate to assigned unit.

Maintains department calendar, arranging and/or monitoring scheduling for meetings, travel, and department functions.

Receives and reviews invoices, reports, forms, and applications, and distributes copies to appropriate personnel.

Assists in preparation and compilation of special/complex reports.

Maintains department inventory, and orders restock of supplies and materials, as needed.

Performs related duties, as required.

**SUPERVISION RECEIVED**

Supervision is received from the appropriate administrator.

**SUPERVISION EXERCISED**

None.

**MINIMUM QUALIFICATIONS**

Requires a high school diploma or high school equivalency supplemented by minimum one (1) year of related experience.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

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**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).