

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description			PAGE 1 / 1 REVISED
SUBJECT Secretarial Assistant	RANK x303	GROUP III	CBC *	PHYSICAL

* position specific

DEFINITION:

Under general supervision of a staff or faculty employee, a student usually performs all or part of the following duties:

- (a) Takes complex and technical material from dictating machine and transcribes it in final form.
- (b) Handles complex and technical material.
- (c) Composes complex interpretative and directive correspondence.
- (d) Controls appointments and admission of visitors for supervisor.
- (e) Assumes responsibility for complex bookkeeping records.
- (f) Gathers and provides authoritative information requiring the determination and evaluation of sources.
- (g) Devises, modifies and/or supervises the coordination of mailing, records, and/or filing system.
- (h) Performs related duties as assigned.

BASIC QUALIFICATIONS:

- (a) Ability to transcribe difficult dictation from machine.
- (b) Ability to perform difficult typing duties.
- (c) Ability to supervise.
- (d) Three years of clerical experience, two of which must have included duties requiring discretion and independent judgment concerning selection and evaluation of procedure or at least three years of University course work.

QUALIFICATIONS FOR STARTING AT STEP B:

- (a), (b), and (c) above plus four years of clerical experience, two of which must have included duties requiring discretion and independent judgment concerning selection and evaluation of procedures or at least three years of University course work and one year of clerical experience.