<table>
<thead>
<tr>
<th><strong>Position Title</strong></th>
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<tr>
<td><strong>Employee Type</strong></td>
<td>CS-Civil Service</td>
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<tr>
<td><strong>Title/Title Code</strong></td>
<td>Secretary Senior/100T</td>
</tr>
<tr>
<td><strong>Pay Rate</strong></td>
<td>M</td>
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<tr>
<td><strong>Pay Range</strong></td>
<td>33</td>
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**Function/General Scope**

Perform complex secretarial duties such as independently planning, organizing and prioritizing work, monitoring and evaluating budget(s) status and initiating corrections, developing travel itineraries, compiling reports, studies, and/or applications, developing, modifying, and/or maintaining data base management, office record keeping, or filing system(s), establishing office procedures, standards, priorities, and deadlines, and coordinating office operations.

Positions initiate action to ensure work unit and/or office goals are met and have frequent contacts with clients, the public, staff members from other departments, students, and faculty. Assignments and projects are of a complex nature. Independent performance of complex secretarial assignments requires substantive knowledge of a variety of regulations, rules, policies, procedures, processes, materials, or equipment.

Problems are resolved by choosing from established procedures and/or devising work methods. Guidance is available for new or unusual situations. Deviation from established parameters requires approval. Work is periodically reviewed to verify compliance with established policies and procedures.

**Position Details**

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<tr>
<th><strong>Position Summary</strong></th>
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<tr>
<td>The Secretary Senior in the Dean’s Office provides complex secretarial support to the Associate Deans and Assistant to the Dean. The incumbent serves as the office front line and is the first point of contact for visitors, faculty, staff and students. Duties include providing secretarial support to various committees; assisting with payroll; processing time/leave reports; reconciling purchasing cards; making complex travel arrangements; preparing and processing various fiscal paperwork; and providing general clerical support to other staff as requested.</td>
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<tr>
<td>% of Time</td>
<td>Essential Function</td>
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| 35        | Yes               | Secretarial Support | - Serves as primary secretarial support for two Associate Deans.  
- Manages electronic calendars; schedules appointments and meetings.  
- Coordinates all logistical travel details such as flight itineraries, car reservations, and hotel reservations etc.  
- Prepares and processes all related paperwork including travel authorities and travel expense vouchers.  
- Creates, drafts and/or prepares a variety of documents such as letters, memos, reports etc. as requested by the Associate Deans.  
- Provides assistance in preparing class materials such as syllabi, handouts, exams etc.  
- Provides secretarial support to assigned committees; takes minutes and transcribes minutes for monthly meetings.  
- Organizes and tracks curriculum proposals and related correspondence.  
- Serves as focal point for faculty to submit proposals, routing approved proposals for further action. |
| 30        | Yes               | Fiscal Support      | - Provides assistance to the Finance Officer and Assistant to the Dean with filing, payroll inputting and records.  
- Maintains time and leave report records for Civil Service and AP personnel.  
- Maintains personnel files for AREA/UNIT faculty and staff.  
- Acts as purchasing and equipment coordinator for the assigned AREA/UNIT departments.  
- Manages the Dean's Office Purchasing Card, including maintenance of log of expenses and reconciliation of statements monthly. |
| 20        | Yes               | Receptionist        | - Serves as the primary point of contact for the Dean's office. |
WASHINGTON STATE UNIVERSITY
Sample Job Duties

- Answers and routes all incoming calls; responds to routine inquires.
- Greets and refers visitors, faculty, staff, and students.
- Processes incoming/outgoing mail; distributes as appropriate.

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<tr>
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<th>Yes</th>
<th>General Clerical Support</th>
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<td>10</td>
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<td>Provides general clerical support to Advising Staff, Office of Technology Staff, and Carson Center for Professional Development Staff as requested.</td>
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5 No Other

- Performs other related duties as required.

**Supervisory/Lead Responsibilities**

Incumbents may lead or direct the work of lower support staff and temporary hourly/student employees.

**Position Qualifications**

**Classification Requirements**

High school graduation or equivalent, AND two years of increasingly responsible office experience requiring keyboarding or typing; OR equivalent education/experience.

**Position Specific Qualifications**

- Demonstrated experience and success as a front-line receptionist in a busy office.
- Experience handling multi-line telephone.
- Demonstrated experience and success in multi-tasking in a busy office environment.
- Demonstrated experience with Microsoft Office software, specifically Outlook, Word, Excel, and PowerPoint.
- Demonstrated ability to adapt and be flexible in changing environment.
- Demonstrated willingness to learn new skills and take on new challenges.
- Recent demonstrated knowledge and understanding of WSU policies and procedures.