

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL  
Benchmark Job Class  
Confidential Secretary/1154**

**Function and General Scope**

Positions assigned to this class are in the offices of the President, Vice Presidents, the Provost, Vice Provosts or Executive Director for Budget and Planning. Positions are responsible for a variety of confidential office support and/or secretarial duties.

**Classification Requirements (Minimum Qualifications)**

Positions require graduation from high school or equivalent and five (5) years of clerical or secretarial support experience OR any combination of relevant education and experience totaling five (5) years.