

# Administrative Secretary

**Non-Exempt (Pay Grade 5: \$25,980 - \$38,196)**

**Minimum Education/Experience**

- High School diploma
- 3 years relevant experience

| Areas of Responsibility                   | Complexity   | Impact of Decisions  |
|---|--|--|
| Scope of Work                             | <ul style="list-style-type: none"><li>• Participates in and sometimes leads one or more activities related to providing administrative support services following defined practices and procedures, including general office duties, staff travel and meeting arrangements.</li><li>• Normally receives general directions on routine tasks, and specific instructions on new tasks.</li></ul> | <ul style="list-style-type: none"><li>• Decisions moderately impact the progress and quality of administrative support services.</li></ul> |
| Budget/Financial accountabilities         | <ul style="list-style-type: none"><li>• N/A</li></ul>  | <ul style="list-style-type: none"><li>• N/A</li></ul>  |
| Institutional resources and relationships | <ul style="list-style-type: none"><li>• Sometimes recommends committing resources related to support activities.</li></ul>   | <ul style="list-style-type: none"><li>• Decisions moderately impact cost effectiveness of administrative support services.</li></ul>       |
| Staff leadership                          | <ul style="list-style-type: none"><li>• Provides mentoring and coaching for appropriate staff to ensure successful completion of assigned tasks.</li></ul>   | <ul style="list-style-type: none"><li>• Decisions moderately impact the quality and productivity of the work environment.</li></ul>        |