

## **SECRETARY, TESTING**

### **GENERAL STATEMENT:**

Provides entry level routine or semi-routine secretarial duties.

### **REPORTS TO:**

Director of Testing Services

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Associate degree required; Bachelor's degree preferred. Must be TSI complete.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

One (1) year work experience in the secretarial field. Testing experience required.

#### **OTHER:**

Able to type 45 wpm.

### **DUTIES AND RESPONSIBILITIES:**

- Types correspondence, memoranda, reports, classroom materials, etc., from handwritten or typed copy.
- Establish and maintain filing and recordkeeping system for department records.
- Maintain stock of office supplies, including monitoring inventory and reordering as required.
- Interviews, trains, and assists in supervising student assistants.
- Keeps records and schedules for student assistant payroll reports.
- Performs receptionist duties such as greeting visitors, answering inquiries, screening telephone calls, and routing incoming calls and mail.
- Makes posting entries to various departmental records, including nursing records, and prepares reports involving tabulation of posted data and simple arithmetic calculations.
- Checks details on a variety of documents, reports, forms, etc., for accuracy and completeness.
- Assists in administering the following tests: GED, CLEP, Nursing, Medical Terminology, THEA, ACT, COMPASS, and other testing as required.
- Operates various office machines such as typewriters, calculators, copiers, CRT terminals, etc.
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- May involve some evenings and Saturdays.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 02/08/95*

*Revised: 03/27/07*

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