

University of Houston – Clear Lake

Position Description

Job Title: **Executive Secretary**

Job Code: **5027**

Pay Grade: **015**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	Seven years secretarial experience, minimum of two years in an administrative secretary position, or equivalent combination of education and experience	Three years word-processing experience. Three years experience with PC spreadsheets and/or databases.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Performs advanced secretarial and administrative duties for a university executive. Clear, precise and effective oral and written communication skills. Excellent interpersonal and organizational skills. Ability to handle interruptions, prioritize work, meet deadlines, and maintain confidentiality. Broad knowledge of general office policies and procedures, preferably with a state agency and/or higher education institution. Ability to exercise discretion and independent judgment within scope of delegated authority.

Duties and responsibilities	% Time
Provides secretarial services such as maintaining supervisor's calendar, making travel arrangements, answering routine correspondence, and typing/editing correspondence and/or reports.	
Assists executive with some administrative duties.	
Interacts with government authorities, other universities, and community contacts on behalf of supervisor and/or to request information.	
Independently researches and compiles data to produce required reports. Produces statistical reports and associated graphs	
Manages massive databases and files for significant programs of the university.	
Prepares minutes and schedules meetings of a university committee(s) of subcommittee(s); may also serve as a member of the committee.	
Oversees budget expenditures and may have signature authority.	
Assigns work and/or trains clerical staff within the department.	

This position description describes the general qualifications, duties and responsibilities of work being performed.

Testing Requirements: Spelling, grammar, typing, Word and Excel.