

# University of Houston – Clear Lake

## Position Description

Job Title: **Secretary**

Job Code: **5016**

Pay Grade: **080**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	One year secretarial experience or other related office/clerical experience.	Strong computer skills to include word processing. Proficient spelling, grammar and typing skills. May prefer related experience in a higher education environment and/or state agency. May prefer experience supporting multiple personnel at one time. May prefer PeopleSoft experience.
License/Certification		

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

### POSITION SUMMARY

**Performs routine secretarial and office support duties. Clear, precise and effective oral and written communication skills. Excellent interpersonal and organizational skills. Ability to prioritize tasks, handle interruptions, meet deadlines, maintain confidentiality, and work with minimal supervision.**

Duties and responsibilities	% Time
Required to perform wide variety of office/clerical duties including: word processing; answering telephones; greeting visitors; typing; copying; filing; faxing; distributing mail; ordering office supplies; maintaining an inventory of office supplies and equipment. May serve as Receptionist.	

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

**Testing Requirements: Spelling, grammar, typing, and Microsoft Word.**