

University of Houston – Clear Lake

Position Description

Job Title: **Senior Secretary**

Job Code: **5020**

Pay Grade: **100**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	Three years secretarial experience or other related office/clerical experience.	Strong computer skills including Microsoft Office applications. Related experience in a higher education environment and/or state agency.
License/Certification		

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

POSITION SUMMARY

Performs moderately complex secretarial and office support duties. Clear, precise and effective oral and written communication skills. Excellent interpersonal and organizational skills which demonstrate a service-oriented attitude. Self-starter with the ability to handle interruptions, meet deadlines, and maintain confidentiality.

Duties and responsibilities	% Time
Resolves routine problems for general public and university community according to policies and procedures.	
Communicates with general public and university community responding to programs and activities offered by the university.	
Types confidential correspondence and/or reports.	
Compiles and maintains departmental reports and files.	
Assists with special projects and/or events.	
Prepares routine correspondence and/or forms.	
Performs general payroll and accounting functions for a small department or unit.	
Other related duties as assigned.	

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

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