

**THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO
JOB DESCRIPTION**

12/01

ADMINISTRATIVE SECRETARY

FLSA: NON-EXEMPT

Job Code: 9040

SUMMARY

This is an advanced level position responsible for providing both secretarial and administrative support to managerial or professional staff. Responsibilities include performing complex secretarial duties such as typing professional manuscripts for publication, legal documents, or reports involving detailed information. Will perform general administrative duties that require a moderate degree of independent judgement and decision making. Administrative responsibilities include managing office operations, coordinating projects, or relieving the supervisor of routine office or academic activities. Reports to Chair, Director or other managerial staff.

DUTIES

Performs a combination, but not necessarily all, of the following duties:

- Types and edits confidential and/or complex documents, forms, reports, correspondence, and other special projects.
- Assists in budget preparation activities such as gathering and compiling information.
- Maintains and updates employee records, i.e. leave reports, budget action sheets, performance reviews, and other confidential information.
- Maintains the department or unit records.
- Acts as a liaison to disseminate information to faculty and staff.
- Composes moderately complex correspondence based on notes or comments from supervisor.
- Prepares statistical, financial, and/or budgetary reports.
- Performs legal/medical/research transcriptions requiring knowledge of special terminology.
- Serves as resource for University and departmental policies and procedures.
- Assists physicians and/or research scientists with reports, speeches, articles and conference proceedings.
- Maintains calendars for one or more staff members.
- Coordinates workshop or conference activities.
- Performs other duties as assigned.

SUPERVISION

Received:

Work is performed under general direction of supervisor. Incumbent proceeds on own initiative with policy or procedure limits established by the supervisor. Desired results are clearly defined, and work is reviewed upon completion for accuracy, quality and completeness.

Given:

May supervise clerical or office staff.

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EDUCATION/EXPERIENCE

High school diploma or GED plus three years of secretarial experience.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of personal computers, and software including word processing, database and spreadsheet applications. Knowledge in using calculators and other standard office equipment. Computer skills in advanced software document editing, full use of document formation, reformatting, editing, proofreading, storing, retrieving and printing. Knowledge of budget preparation, statistical reporting, legal, research and/or medical terminology. Knowledge of University policies and procedures. Ability to use independent judgment and initiative in accomplishing tasks. Knowledge of spelling, usage, punctuation and grammar. Ability to communicate verbally and in writing. Interpersonal skills and decision making ability. Basic math and bookkeeping knowledge. Knowledge of office management practices and etiquette.

EQUIPMENT

Desktop computer and other standard equipment, such as facsimile machines, photocopiers, telephone systems, printers, typewriters and calculators.

WORKING CONDITIONS

Work is performed in an office environment.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time.

IMPORTANT:

Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Assistant Vice President for Human Resources.

In accordance with The University of Texas Health Science Center at San Antonio policy (*HOP-Section4.4.1*), job candidates for all Health Science Center positions must undergo a criminal background check before a job offer is made and before the candidate can begin to work.

Information resources including data, information, technology, and software are University resources and must be protected and used in conformance with all applicable laws and policies in accordance with ITAC 201.13(b) Information Security Standards.