

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Secretary III

Class Code: 1073

Pay Grade: 511

GENERAL CLASS DESCRIPTION:

Under general supervision, performs secretarial work such as composing correspondence, compiling specialized reports, coordinating activities, and obtaining and providing factual information requiring interpretation of the policies and procedures of both the assigned and related work areas. Duties involve the use of personal computers, computer terminals, and a variety of software and/or conventional office equipment. May provide functional supervision.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Coordinates, maintains, and monitors intra-unit operations, procedures and activities with other secretarial/clerical personnel to maintain consistency in the application of policies and procedures as related to assigned work area.
2. Composes non-routine correspondence requiring judgment in the application of policies and procedures in both the assigned and related work areas.
3. Collects, compiles, and analyzes data for specialized reports requiring some informational search (data research, external contacts, complex queries, etc) and a knowledge of the operations of both the assigned and related work areas.
4. Prepares, reviews, and analyzes documents such as reports, applications, records, etc., applicable to a specialized subject area requiring independent informational search.
5. Coordinates activities and/or events for department requiring independent decision making and judgment, within established parameters, regarding selection of speakers, event spending, etc that is more complex and non-routine.
6. Analyzes budget records to make recommendations on cost cutting possibilities and financial projections based on past account activity.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of office routines and functions sufficient to refer visitors and telephone calls and to route correspondence by name and functional area.
2. Knowledge of institutional and unit policies, processes and forms.
3. Knowledge of grammar, spelling, punctuation, capitalization, format and clerical procedures.
4. Skill in utilizing computer software and online systems.
5. Skill in operating office equipment.
6. Ability to communicate effectively with staff, students, and the public.
7. Ability to make decisions requiring interpretation and judgment.
8. Ability to follow oral and written instructions and interpret institutional and other policies accurately.
9. Ability to gather, analyze and display data in appropriate format and keep accurate records.
10. Ability to organize the clerical workflow of the office and provide functional supervision to employees.
11. Ability to organize and prioritize multiple tasks.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Any combination of related clerical office experience, related undergraduate education and/or post high school clerical training that is the equivalent to four years of full-time employment and includes the use of word processing.