

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

Class Title: Secretary IV

Class Code: 1075

Pay Grade: 512

GENERAL CLASS DESCRIPTION:

Under general supervision, provides executive level secretarial support for top-level administrators. Performs work involving recurring contact with administrators and executives such as deans, directors, department heads and public and private officials. Contacts require exercising discretion in obtaining and providing factual and confidential information requiring knowledge of both the assigned and related work areas and institutional operations. Duties involve the use of personal computers, computer terminals, and variety of software and/or conventional office equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Reviews inquiries and otherwise represents assigned and related work areas exercising discretion in obtaining and providing factual and confidential information related to institutional operations.
2. Manages complex schedules for high-level administrators requiring discretion of calendar activities and prioritization of appointments.
3. Arranges for meetings and conferences including gathering and synthesizing data, preparing an agenda, coordinating calendars of multiple administrators, and other information in follow-up.
4. Reviews and develops office procedures and policies and makes recommendations for revision and implementation in both the assigned and related work areas.
5. Participates in budget preparation including calculation of projected costs and expenses necessary for grant proposals or other related financial accounts.

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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KNOWLEDGES, SKILLS, AND ABILITIES:

1. Knowledge of institutional and unit policies, processes, and forms.
2. Knowledge of grammar, spelling, punctuation, capitalization, format, and clerical procedures.
3. Skill in utilizing computer software and online systems.
4. Skill in operating office equipment.
5. Ability to communicate effectively with staff, students, and the public.
6. Ability to make decisions requiring interpretation and judgment.
7. Ability to follow oral and written instructions and interpret institutional and other policies accurately.
8. Ability to gather, analyze, and display data in appropriate format and keep accurate records.
9. Ability to use discretion in obtaining and releasing factual and confidential information.
10. 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 five years of full-time employment and includes the use of word processing.

REVISION EFFECTIVE: June 20, 2017