

# **Sul Ross State University**

## **Position Description**

**Official Title:** Administrative Specialist   **Salary Group:** 6   **Job Code:** 4013

### **Summary**

**Function:** Provides skilled administrative assistance and assumes minor administrative duties within framework of established policies.

**Scope:** Independently coordinates routine office or departmental clerical work according to established procedures and may process varied, complex or large volumes of material.

### **Duties**

**Essential:** Performs tasks requiring skill in keyboarding and computer usage; may transcribe varied material from dictation or draft; may type correspondence, forms, statistical reports, manuscripts, or proposals; composes routine correspondence and compiles reports; maintains various records and filing systems; handles and maintains confidential information; serves as receptionist; routes mail; makes appointments, maintains schedules and travel arrangements; may assist with new hire paperwork, maintains inventory and may order materials for department. May assist in responding to state reports. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

**Non-Essential:** Duties unique to the particular department and other duties as assigned.

### **Supervision**

**Received:** General instructions and work periodically reviewed by department head.

**Given:**

### **Education**

**Required:** High school graduate or equivalent with business courses.

**Preferred:** College or business school courses.

### **Experience**

**Required:** Three years administrative experience or combination of experience and/or training.

**Preferred:** More than three years experience, with part at SRSU or other related experience.

### **Equipment/Skills**

**Required:** Keyboarding 50 wpm; standard office machines; computer skills.

**Preferred:** Word processing, database, and spreadsheet computer program skills.

### **Working Conditions**

**Usual:** Office conditions; standard hours. Position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.