Job Title: Secretary – Printing Services  Exemption Status/Test: Non-Exempt
Reports to: Coordinator Printing Services  Date Revised: November 29, 2018
Dept. /School: Printing Services

Primary Purpose:
Perform experience-level secretarial tasks including and not limited to: producing letters, reports, and memorandums, etc. Answering telephones, and directing them to the proper person.

Qualifications:

**Education/Certification:**
High school diploma or GED
CEOP Certification

**Experience:**
Two (2) years’ experience

**Special Knowledge/Skills:**
Maintain a high level of confidentiality
Perform clerical task quickly and accurately
Work independently and organize complex clerical tasks
Maintain financial records
Produce financial spreadsheets for Print Shop expense transfers
Take payment from customers, for printing jobs and prepare for deposit
Proficiency in computers, word processing, database spreadsheet programs, Power Point, Oracle, and Outlook
Perform other duties assigned

**Major Responsibilities and Duties:**

1. Answering telephones and directing to the proper person.
2. Maintain accurate files and financial records.
3. Order paper and supplies for use in all areas of the shop.
4. Prepare and expedite purchase orders.
5. Call and setup repair schedules when needed.
6. Assist in the preparations of the budget.
7. Attend monthly in-services meetings to gather information to perform job function.
8. Interact with persons internal and external (e.g. phone, email, in person, etc.) for the purpose of receiving and conveying information.
9. Process a variety of documents and materials (e.g. work orders, requisitions, P-card transactions).
10. Respond to a wide variety of internal and external parties for the purpose of providing information.
12. Account payables and receivables.
14. Prints weekly budget reports.
Supervisory Responsibilities:
None.

Mental Demands/Physical Demands/Environmental Factors

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals, calculator, copiers, bindery equipment, etc.
**Posture:** Prolonged sitting, some standing, stooping, kneeling, crouching
**Motion:** Reaching, pulling and pushing
**Lifting:** Lifting and carrying (less than 75 pounds)
**Environment:** Frequently works prolonged or irregular hours
**Mental Demands:** Work with numerous interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.