Job Title: Oracle Secretary  
Exemption Status/Test: Non-Exempt

Reports to: Oracle Technology Manager  
Date Revised: July 1, 2017

Dept. /School: Oracle Technology Group

Primary Purpose:
Secretarial position of an administrative nature involving responsibility for general departmental management. The administrative secretary exercises independent judgement and action, including making frequent decisions in accordance with delegated responsibilities from assigned supervisor. Primary emphasis is placed upon relieving the supervisor of administrative details by preparing considerable correspondence, compiling and summarizing data into concise form and my preparation of reports.

Qualifications:

**Education/Certification:**
- High school diploma or GED
- CEOP certification(s) preferred

**Experience:**
- Two + (2) years clerical experience

**Special Knowledge/Skills:**
- Experience in bookkeeping, accounting and data processing preferred
- Knowledge of specific software programs, including Microsoft Word, Excel, Oracle ERP and Kronos
- Experience maintaining and prioritizing calendars
- Friendly and professional demeanor
- Proven ability to take on a variety of different tasks without becoming overwhelmed
- Ability to be flexible and adaptable in a variety of situations
- Effective organizational, communication, and interpersonal skills
- Excellent analytical and problem solving abilities
- Ability to work in a team environment

Major Responsibilities and Duties:

1. Composes and type routine correspondence including letters, memoranda and email.
2. Receives and screens visitors and telephone calls, takes messages, and schedules appointments.
3. Schedules and arranges meetings and conferences for professionals and/or management staff.
4. Establishes and maintains office files and other information concerning departmental work.
5. Maintains confidentiality of documents and information received.
7. Assists in the preparation of budgets; prepares and monitors timekeeping and other personnel records.
8. Determines needs and orders office supplies, equipment, repair and maintenance services.
10. Additional duties required as directed by the Oracle Technology Manager.
**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent 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.