



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 spread sheets 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.
11. Process budget codes for billing.
12. Account payables and receivables.
13. Process deposits.
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.