



JOB INFORMATION

Job Code:	111015
Job Title:	Secretary II
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Administrative/Clerical Support
Job Family Group:	Administration
Management Level:	7 Individual Contributor

JOB SUMMARY

Performs a variety of secretarial and clerical duties and some administrative tasks which require a knowledge of departmental policies and procedures.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	
	X	Associate's degree	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	
	X	2 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Secretarial experience with knowledge of PC software packages such as spreadsheets, word processing, graphics, etc.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Types and proofs correspondence, memoranda, reports, proposals, technical papers, manuscripts, other documents, and related materials for supervisor or department staff as requested. Typically uses word processing equipment or a personal computer.				
Creates and maintains charts, graphs, spreadsheets and databases on a personal computer.				
Composes a variety of correspondence and memoranda from verbal directions or from knowledge of departmental policy or procedures.				
Maintains appointment calendar(s). Schedules and confirms meetings and arranges for travel, facilities, equipment, parking, refreshments and other related details.				
Attends meetings. Takes and prepares minutes for review by supervisor prior to distribution.				
Makes travel and lodging arrangements for supervisor or department staff.				
Answers telephones, routes callers, takes messages and provides routine information to clients or customers.				
Operates electronic mail systems and coordinates the flow of information, both internally and externally.				
Reads and prioritizes incoming mail. Handles or routes as appropriate.				
Assists supervisor in the collection of various materials and data for special reports and special projects, such as budget preparation.				
Provides assistance in the day-to-day administration of department.				
Establishes and maintains hard copy and/or electronic files and records.				
Oversees equipment and office supply inventories and initiates or approves service requests and supply orders.				
Performs a variety of clerical duties, e.g., photocopies, collates, distributes, mails, faxes, files, delivers and/or picks up materials from on or off-campus.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.