Grant Secretary

Job Code 00007218

General Description
Responsible for providing specialized or complex secretarial support to management.

Example of Duties
Prepare a written reports, forms, e-mails, meeting minutes and grant proposals.
May assist in the preparation of informational pieces.
May make travel arrangements and tabulate travel advances and vouchers.
Answer telephone, forward calls and take messages.
Monitor and/or order inventory office supplies.
May maintain calendar for supervisor.
Assist in preparing various activities and events.
Open, date, and distribute incoming mail.
Greet, screen, and route visitors.
May explain work assignments to office staff and student workers.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: office procedures; principles and procedures of record keeping and reporting; computer word processing and basic math.
Skill in: multitasking; operating applicable office software; supervising staff and students; interacting courteously with others; telephone etiquette and typing.
Ability to: read and understand instructions, correspondence, reports etc; prepare clear, concise and grammatically correct correspondence; prioritize workload; maintain filing system.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements

Revised 09/20/2012