

**SECRETARY TO THE BOARD OF REGENTS****NATURE OF WORK**

This is responsible secretarial and office work in providing administrative assistance and secretarial services to the Chair of the Board.

Work involves the performance of varied secretarial and administrative duties in support of the Office of the Board of Regents. The employee of this class exercises initiative, independent judgement and discretion in the screening of calls, visitors and mail, in the arranging of meetings and luncheons, in the answering and disposing of requests for information and in related general public relations activities. This work requires a knowledge and understanding of the policies, rules and regulations of the Board of Regents. Work assignments received consist of statements of desired objectives and are performed with considerable independence. The employee of this class functions under the direction of the Secretary and the Chair on matters pertaining to the Board. Work is reviewed through discussion and observation of results obtained.

**ILLUSTRATIVE EXAMPLES OF WORK**

Provides assistance to the Chair by screening calls, visitors and mail; maintains appointment schedule; transcribes confidential correspondence and reports from dictaphone; answers inquiries on general matters.

Prepares notices of Board meetings and forwards to Board members; types agenda according to instructions provided; forwards agenda, minutes of prior meeting and background correspondence of new business to each member.

Receives replies from Board members regarding attendance at Board meetings; arranges for flight and accommodations; forwards necessary travel documents to each member; refers expense reports submitted by Board members to President's Office.

Contacts faculty members as scheduled regarding attendance at Chair's Luncheon; forwards standard invitation and prepares guest list indicating rank, degrees and place of birth for each faculty member; receives notification of guest speaker and includes speaker on guest list and forwards list to Chair.

Requests parking arrangements for Board members and obtains parking decals, as required; contacts food services to arrange luncheon; completes purchase requisition for luncheon services and forwards to President's Office for processing; receives requests for Board Room bookings and maintains schedule.

Takes and transcribes dictation of a varied nature; attends Board meetings to take minutes; composes and compiles minutes and forwards to Chairman for approval and revises as necessary; forwards minutes to Board members and designated officials; composes and types related

correspondence using word processing software; maintains confidential files on such meetings as well as a card index on all faculty members.

Attends a variety of committee meetings to record minutes; prepares notices and agendas as per instructions; composes minutes and forwards to Committee Chairman for review; composes and types related correspondence using word processing software; maintains committee files.

Compiles data for reports, studies and projects.

Performs related work as required.

## **REQUIREMENTS OF WORK**

Considerable secretarial experience of a progressively responsible nature; graduation from high school supplemented by courses in Secretarial Science; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of the organization and functions of the University.

Considerable knowledge of general office practices, procedures and methods.

Considerable knowledge of the policies, rules and regulations of the Board of Regents.

Considerable knowledge of the efficient operation and care of a personal computer, including word processing, Microsoft Office, and other standard office software.

Considerable knowledge of business English, spelling and punctuation.

Ability to take, transcribe and type complex dictation accurately and rapidly and to compose effective and accurate correspondence.

Ability to work independently on responsible and confidential assignments and secretarial tasks.

Ability to use word processing software and prepare materials accurately from rough drafts, copy or dictating machine.

Ability to control by ensuring information provided for the Chair is correct and according to established procedures

Ability to plan by developing procedures; scheduling work in accordance with deadlines or priorities.

Ability to organize by implementing approved procedure, arranging necessary services, adjusting schedules, and coordinating work with other units in order to meet required deadlines.

Ability to adapt to new, unusual, and pressure situations.

Ability to communicate procedures and regulations to personnel within the University; to obtain and provide information, which may require judgement and discretion on when and how to divulge information; and to prepare routine reports and correspondence.

Ability to analyze by reviewing, comparing and interpreting information contained in files, records, statements, or other documents.

Ability to establish and maintain effective working relationships with University officials, executives, faculty and staff and to effectively and discretely convey information.

Skill in the use of a personal computer.

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