

Posted: September 11, 2018



RE-OPEN/ REVISED 9/11/18
POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY II **DEPT:** CHEMICAL & PETROLEUM ENGINEERING

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE \$11.00-11.50

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: Concurrent CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Administrative and secretarial responsibilities for chemical and petroleum engineering such as office management. Form processing. Department record keeping. Liaison with Tech administration and services (purchasing, travel, etc.)

REQUIRED QUALIFICATIONS:

Must be able to read and comprehend instruction, write information and complete simple forms. High school or GED level ability in spelling, grammar, basic composition and math required. 5 years' progressive experience required. Fluency in written and spoken English required. Secretarial skills required. Knowledge of Microsoft programs; excel, Word. Communication skills, oral and written required. Basic bookkeeping skills required.