

**PROVIDENCE COLLEGE
POSITION DESCRIPTION QUESTIONNAIRE "B"**

Employee Name: _____ Prepared Date: _____

Department: _____ Prepared By: _____

Reports To: _____ Approved By: _____

<p>I. POSITION PROFILE: This position provides secretarial and general support to an office or work unit. Requires previous related experience in an office environment. Generally, duties are defined and require adherence to standardized procedures and instructions with limited supervision of daily activities. On occasion, may use independent judgment in the analysis of facts and circumstances and may make recommendations in the determination of actions to be taken within established guidelines.</p>	
<p>II. PRIMARY DUTIES AND RESPONSIBILITIES:</p> <p>A. Primary Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Answers phones, greets and directs visitors to appropriate areas or persons; • Sorts, opens, distributes and routes individual or departmental incoming mail, and prepares outgoing mail; • Organizes and maintains calendars, schedules, filing systems and records that may include confidential information; • Produces correspondence and documentation through typing, word processing, formatting, use of charts, graphs and other visuals, collating, photocopying, binding, etc., according to the standards of the department and the College; proofreads for content, language and grammar; • Performs basic and intermediate computer functions including managing databases, creating, analyzing and integrating spreadsheets, creating mail and envelope merges, and the ability to import graphics and other information into a document; 	<p style="text-align: center;">Indicate % of time If applicable</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p>

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A. PRIMARY DUTIES AND RESPONSIBILITIES (cont'd):	Indicate % of time if applicable
<ul style="list-style-type: none"> • Performs basic and intermediate mathematical functions on adding machines/calculators; • Operates and performs basic troubleshooting for fax and copy machines such as removing jammed paper, adding toner, and calling for service and supplies; • Coordinates calendars for meeting attendance, reserves/schedules meeting rooms and makes arrangements for equipment, seating, and refreshments; • May be responsible for the accurate maintenance and reconciliation of financial accounts, processing of payments, and transmittal reports, billing and data entry to accounts payable system. • Prepares and maintains records, files and databases some of which may be confidential. 	<p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p>
<p>Total Section A</p>	<p style="text-align: center;">_____</p>

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B. ADDITIONAL PRIMARY DUTIES AND RESPONSIBILITIES:
Please indicate any other primary duties and responsibilities that are essential to this position.

	Indicate % of time
1. _____ _____ _____	_____
2. _____ _____ _____	_____
3. _____ _____ _____	_____
Total Section B	
Total Sections A & B	100%

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C. REQUIRED KNOWLEDGE AND SKILLS:

Please indicate type of knowledge of skill required and specific examples of how it is used on the job.

SKILL	EXAMPLE(S) OF APPLICATION
<input type="checkbox"/> Typing	
<input type="checkbox"/> Shorthand	
Software Applications:	
<input type="checkbox"/> Windows-based Operating System	
<input type="checkbox"/> Word Processing	
<input type="checkbox"/> Spreadsheets	
<input type="checkbox"/> Databases	
<input type="checkbox"/> Graphics	
<input type="checkbox"/> Desktop Publishing	
<input type="checkbox"/> Email	
<input type="checkbox"/> The Internet	
<input type="checkbox"/> HTML	
<input type="checkbox"/> Other	

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D. INTERACTIONS AND CONTACTS:

Please indicate type of contact/interaction encountered in the routine performance of the position.

CONTACTS	Little or no contact	Exchange routine information	Discuss semi-complex information	Example
Administrative Staff				
Faculty				
Parents				
Support Staff				
Students				
Vendors				
Others				

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E. ADDITIONAL INFORMATION:

1. Please indicate the title(s) of other personnel directly supported by this position.

2. Indicate any quantitative scope data that will help us understand the volume and types of activity associated with the job. (Scope data specifically pertains to positions that may require high volume or cyclical activities).

3. PHYSICAL REQUIREMENTS:

For the purposes of compliance with the American’s with Disabilities Act, indicate the types of physical effort required to perform the essential functions of this job outside of the normal work environment.