



# Secretary III

**TERM:** Contract

## **POSITION OVERVIEW**

This position provides secretarial support to NASA

## **POSITION LOCATION**

Stennis Space Center, MS.

## **POSITION REQUIREMENTS**

### **Minimum Qualifications**

- High School diploma or equivalent (GED)
- Combination of 6-8 years of education or related experience; experience must be in a related field
- Excellent written, oral, and grammatical skills
- Computer: Be able to demonstrate an advanced level of proficiency using MS Word, Excel, Outlook, Powerpoint, and other computer applications
- Communication: Ability to interact and communicate with individuals at all levels
- Interpersonal: Demonstration of poise, tactfulness, diplomacy, and good interpersonal skills

## ***ESSENTIAL FUNCTIONS***

### **General Secretarial Support**

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers typically exist in the environment, requiring specific working knowledge of certain office software programs.

### *Specific Tasks:*

Uses significant judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

- Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name;
- Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings;
- Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed;
- Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff;
- Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.
- Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
- Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
- Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff;
- Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
- Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.

***Organizational structure is:***

- not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings; or
- complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal.

**Summary of General Office Support**

- Telephone services
- Appointment and Schedule Services
- Visitor Services
- Meeting, Telecommunication, and Scheduling Conference Services
- Information Dissemination
- Ordering Supplies
- Copying/Faxing/Graphic/Photo Services
- Records Management

**Summary of Data Management Support**

- Desktop Processing
- Travel Coordination
- Correspondence Tracking
- Time and Labor Collection
- Property Coordination
- Move Coordination
- Training Coordination
- Information Services Coordination
- Special Events Coordination