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# Job Opportunities

University of the District of Columbia (UDC)



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<b>Position:</b>	Secretary	<b>Announcement Number:</b>	08-161
<b>Salary Range:</b>	DS 318 08/1-10 \$38,115 - \$49,041 Per Annum	<b>Date:</b>	12/02/2008
<b>Location:</b>	Van Ness Campus	<b>Closing Date:</b>	Opened Until Filled
<b>Areas of Consideration:</b>	District-wide		
<b>Responsible to:</b>	Dean School of Engineering and Applied Sciences Provost and Vice President, Academic Affairs		

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## Brief Description of Duties

Receives and screens correspondence; manages those issues which can be handled at the support staff level and directs the remaining materials to the attention of the appropriate individual in the Dean's Office

Arranges and schedules visits and coordinates itineraries with officials to be seen. Makes travel arrangements, when requested.

Establishes, revises and maintains subject matter files for ready reference to the needs of the office. Maintains a modern filing system.

Maintains records of incoming and outgoing correspondence and action documents. Maintains minutes of staff meetings and prepares meeting agendas.

Orders supplies and equipment for the Dean's office and enters requests into the PASS system. Maintains time and attendance records in PeopleSoft. Liaisons with vendors on office equipment maintenance.

(see reverse side)

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University of the District of Columbia is an equal opportunity employer

## Qualifications Required

One year of specialized experience is required. The one year of specialized experience must be equivalent to at least the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position.

### **Selective Placement Factor**

Ideal candidate will possess ability to answer multiple telephone calls, receives visitor, maintain supervisor's calendar, and composes a variety of correspondence from brief oral or written instructions and competency in use of personal computers.

### **Ranking Factors**

Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants must respond specifically to the ranking factor(s). Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside, activities, etc. that include the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

**Ranking Factor #1:** Ability to communicate effectively both orally and in writing.

**Ranking Factor #2:** Knowledge of word processing systems as well as other office automation programs.

**Ranking Factor #3:** Ability to work independently on confidential assignments.

**Ranking Factor #4:** Knowledge of office management principles and modern office procedures, systems and equipment.

### **EEO Statement**

All candidates will be considered without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, place of residence or business.

### **Residency Requirement**

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

### **Collective Bargaining Unit**

This position is in the collective bargaining unit. (Union)

### **How to Apply**

Please submit a UDC application and résumé to: **Mrs. Lynette Brown**  
**University to the District of Columbia**  
**Office of Human Resources**  
**Building 38, Suite 301**  
**4200 Connecticut Avenue, N.W.**  
**Washington, D.C. 20008**