Position: Secretary

Salary Range: DS-318 08/01-10 $35,842 - $46,111 Per Annum

Location: Van Ness Campus

Areas of Consideration: District-wide

Responsible to: Chairperson, Department of Biological and Environmental Sciences
Provoest and Vice President, Academic Affairs

Brief Description of Duties

Responsible for initiating and monitoring actions necessary to accomplish administrative details for program operation including, personnel maintenance records, registration schedules and records, faculty office hours, change of grades, budgets and budgeting, requisitions, internal allotment of space and request for additional space.

Trains and supervises educational technicians, work study students and students in the SEP program, ensures that the student educational technicians, work study and SEP students are productive at all times, reviews on-going assignments, and provides guidance and direction as necessary.

Serves as the timekeeper and is responsible for maintaining official leave records and posting the time and attendance reports.

Reviews outgoing correspondence submitted to the supervisor for signature, format, typographical accuracy and conformance with procedural instructions.

Manages the department chair’s calendar and makes appointments upon instruction.

(see reverse side)

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, and that is typically in or related to the work of the position.

**SALARY REDUCTION OF REEMPLOYED ANNUITANTS**

An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under any Federal or District Government civilian retirement system, or any retirement system of the uniformed services of the United States, shall have his or her pay reduced in accordance with applicable laws of the District of Columbia.

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

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.

This position is in the collective bargaining unit.

Please submit UDC Application and résumé to:

Ms. Isabelle McMillian  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008