Position: Secretary

Salary Range: DS-318-08/01-09 $30,733 - $38,557 Per Annum

Location: Van Ness Campus

Areas of Consideration: District-wide

Responsible To: Vice President, Student Affairs

**Announcement**

**Date:** 07-29-05

**Number:** 05-44

**Closing Date:** 08-24-05

**Brief Description of Duties**

Receives telephone calls and requests for information and refers callers to appropriate individuals.

Receives and records incoming mail and correspondences to determine proper distribution.

Establishes, maintains and revises files to meet the needs and demands of the office.

Determines and priorities office supply needs and ascertains prices and availability of goods; submits all requests for non-personal services in the University’s PASS system and determines status of orders and verifies receipts.

Assists clubs and organizations with the preparation of purchase requisitions and budget submissions by composing, submitting and posting requests for orders in the University’s procurement and contracting system.

**Qualifications Required**

One year of specialized experience is required. 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 position as described above.

(see reverse side)

University of the District of Columbia is an equal opportunity employer
All candidates will be considered without regard to race, color, religion, national origin, sex, age, martial 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.

**SALARY REDUCTION OF REEMPLOYED ANNUITANTS**

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

This position is not in the collective bargaining unit.

Please submit UDC application and résumé to:

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