Position:  Secretary  
Salary Range:  DS-318 08/01 $34,464  
Per Annum  
Date:  11-07-05  
Announcement  
Number:  05-73  
Closing Date:  11-28-05  
Location:  Van Ness Campus  
Areas of Consideration:  District-wide  
Responsible to:  Dean, School of Business  
and Public Administration  
Provost and Vice President,  
Academic Affairs  

Brief Description of Duties  
Types a variety of documents and reports, insuring correct grammar, spelling and style.  
Coordinates travel and hotel reservations, notifies people on the supervisor’s itinerary of the visit and submits travel vouchers before and after supervisor’s return.  
Serves as the timekeeper and is responsible for maintaining official leave records and posting the time and attendance reports.  
Prepares requisitions requested by the supervisor to order office supplies and equipment.  
Answers the telephone and greets visitors who come to the office.  

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.  

(see reverse side)  

University of the District of Columbia is an equal opportunity employer
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, 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.

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