



UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Senior Executive Secretary  
Job Code: 120

Overtime Pay: Eligible

Primary Responsibility

This is work performing secretarial and administrative support tasks for an Assistant Vice President or higher level administrator.

Typical Tasks

Coordinates internal and external contacts and communications for the administrator. Arranges and schedules the administrator's social functions, meetings, and conferences.

Provides information to inquiries received or refers to appropriate unit for action.

Maintains confidential files.

Researches and compiles information for reports.

Performs a variety of highly sensitive and confidential tasks.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience. Attainment of a score of at least 35 cwpm on an approved typing test.

For questions, please contact  
Compensation and Classification in Human Resources at  
[Comp@mail.UCF.edu](mailto:Comp@mail.UCF.edu)  
or call (407) 823-2771

UCF Human Resources website:  
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Executive Secretary  
Job Code: 119

Overtime Pay: Eligible

Primary Responsibility

This is work performing secretarial and administrative support tasks for an Associate Dean, Director, Chairperson or higher level administrator.

Typical Tasks

Coordinates internal and external contacts and communications for the administrator. Arranges and schedules the administrator's social functions, meetings, and conferences.

Maintains confidential files.

Researches and compiles information for reports.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience. Attainment of a score of at least 35 cwpm on an approved typing test.

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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Senior Secretary  
Job Code: 118

Overtime Pay: Eligible

Primary Responsibility

This is work performing secretarial and staff support tasks for staff.

Typical Tasks

Performs all receptionist duties for a unit and its staff.  
Prepares a variety of materials such as correspondence, reports, or manuscripts some of which may be confidential.  
Screens or handles confidential correspondence.  
Maintains records for the unit.  
Initiates purchase requisitions, change orders, travel request or similar forms for staff.  
May be delegated signature authority for office transactions.  
May assist with payroll and other office operations.

Minimum Qualifications

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience. Attainment of a score of at least 35 cwpm on an approved typing test.

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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Secretary  
Job Code: 117

Overtime Pay: Eligible

Primary Responsibility

This is work performing secretarial tasks for staff.

Typical Tasks

Greets visitors.  
Screens and transfers telephone calls.  
Receives, sorts, and distributes staff mail.  
Maintains appointment calendars.  
Assists other staff support employees.  
Types or word processes forms, correspondence, reports, or manuscripts.  
Takes and transcribes dictation.

Minimum Qualifications

A high school diploma and two years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience. Attainment of a score of at least 35 cwpm on an approved typing test.

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