

UMMS Administrative Assistant Career Ladder

Date: as of 3-2014

Criteria	Secretary II	Administrative Assistant I	Administrative Assistant II	Secretary to The Chair
General Summary of Position	Under the direct supervision of the Administrator, or designee, the Secretary II performs diversified and complex administrative duties.	Under the general supervision of the Administrator or designee, the Administrative Assistant I coordinates and performs a variety of confidential and complex administrative duties.	Under the supervision of the Administrator or designee, the Administrative Assistant II coordinates and performs a full range of advanced level, confidential, and complex administrative duties. Prior approval is required before using this title.	Under the general supervision of the Department Chair, the Secretary to the Chair performs a variety of confidential and complex secretarial, administrative, and clerical duties in support of the Department Chair and senior staff.
Major Responsibilities /Scope	Functionally reporting into a grade 17 or 19, this is the entry level position currently in use. There is a grade 11 Secretary I available to departments in the event they require a position that performs receptionist and other entry level takes such as filing and answering phones. In addition to those tasks this level is expected to coordinate travel, submit invoices, and process and track req's etc.	Functionally reporting into a grade 17 or 19, in addition to the lower level tasks this level is also expected to participate in the preparation of grants and report development. This level is expected to process human resource related forms ensuring employee confidentiality.	This level must report to a Director or Department Head and may receive functional supervision from an Administrator. This position must meet all of the following requirements: This position is expected to protect confidential information that relates to the strategy of the department, prepare presentations for the executive team, assist with budgetary responsibilities, assist in establishing policies and procedures for the department, and lead office activities.	This level is expected to report to a Department Chair. This position is expected to function with a high degree of confidentiality in regards to University level strategy. This position functions as an intermediary in communicating sensitive /confidential information to senior administration or external sources and follows-up on the status of items delegated by the Chair or Administrator to others. This position will support faculty recruitment and other Chair specific efforts.
Required Qualifications	High School diploma 1 year of office experience	Associate's degree in Business Administration, or equivalent experience 3 years of office experience	Associate's degree in Business Administration, or equivalent experience 5 years of office experience	Associate's degree in Business Administration, or equivalent experience 7 years of relevant job related work experience
Job Code	MS0015	MS0008	MS0004	MS0095
Pay Grade	13	15	17	19
Pay Range (Hourly)	\$14.11 - \$17.23 - \$20.35	\$15.46 - \$19.06 - \$22.66	\$17.28 - \$21.35 - \$25.42	\$19.02 - \$23.71 - \$28.40
Pay Range (Annual)	\$29,349 - \$35,838 - \$42,328	\$32,157 - \$39,645 - \$47,133	\$35,942 - \$44,408 - \$52,874	\$39,562 - \$49,317 - \$59,072
FLSA Status	Non- Exempt	Non- Exempt	Non- Exempt	Non- Exempt
Promotional Process	Requisition or In-family Promotion from Secretary I	Requisition or In-family Promotion from Secretary II	Requisition or In-family Promotion from Admin Asst I	Requisition