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# Example of Department Secretary Job Description

Our innovative and growing company is looking to fill the role of department secretary. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for department secretary

* Apologize for any inconvenience or delay and thank visitors or other employees for waiting
* Perform routine clerical duties, such as filing, photocopying, opening/sorting mail, typing letters, reports, and memos accurately and neatly, all in a timely manner
* Periodically do an inventory of department supplies
* Place the Staples supply order weekly, and order supplies that are stocked in the hospital storeroom as needed
* Enter data information and generate reports from the database in a timely manner
* Call new staff starting in the department – discuss a start date, and confirm that all Human Resources-related paperwork and physicals/tests have been completed
* Keep Human Resources updated on all staff changes
* Process Payroll accurately and timely
* Enter these hours into the Lawson timekeeping system
* Assist with other daily duties as requested

## Qualifications for department secretary

* One (1) year of Secretarial/Clerical experience, including contact with the general public and demonstration of customer service skills
* Requires critical thinking skills, decisive judgment and the ability to work independently and collaboratively across department boundaries
* High School diploma or equivalent/relevant training or experience
* Proficient (45-50 words per minute, statistical typing and ability to do columns and/or tables)
* Ability to communicate clearly and effectively with a variety of people in person or by phone, , maintains positive body language and is sensitive when receiving calls or interactions in person
* Write, speak, read, and understand English fluently