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# Example of Office Secretary Job Description

Our company is hiring for an office secretary. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for office secretary

* Oversight of transfer credit processing, data entry, and maintenance of transfer course equivalencies
* Supervise Office Assistant 2 and student workers
* Oversight of daily transcript processing, supervise staff/student daily transcript duties
* Primary back up for Records area front desk, phone and email inquiries from students, staff and faculty
* Coordinates and maintains updates of academic records area procedure manual, including respective office forms, ensuring adherence to current policy and procedures
* Update student records (current and archived), including name changes, SSN updates, deceased and confidentiality indicators, assist with records release requests
* Maintain office forms, ensuring adherence to current policy and procedures
* Multiple phone line inquiries from students and faculty
* Mail distribution twice a day for members of the graduate studies office
* Monitor and respond to multiple office email accounts for general questions, transcripts, and document file sharing

## Qualifications for office secretary

* Middleburg Heights, OH
* You may be required to pass a background investigation
* You may be required to pass initial and random drug testing
* Beale AFB, CA
* PCS expenses will be paid
* This is a pre-employment and random drug testing position