

JOB DESCRIPTION

TITLE EXECUTIVE SECRETARY TO THE EXECUTIVE DIRECTOR

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate. Three to five years responsible secretarial experience. Advanced computer skills required.
Language Skills	Ability to read and interpret documents such as safety rules, operating instructions and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to apply concepts of basic algebra.
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, or crouch, crawl, talk, and hear. The employee must occasionally lift and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO Executive Director

GENERAL RESPONSIBILITIES

1. Provides secretarial and staff assistant support to the Executive Director.

SPECIFIC RESPONSIBILITIES

1. Performs duties of an executive secretary nature and participates directly in the work of the individual(s) supported. Secures details of specialized information, coordinating office work and providing information regarding the services and operation of the unit.
2. Keeps appointment calendars and schedules appointments. Receives and screens calls and refers callers to other employees. Takes notes and minutes of conferences, meetings and functions as required.
3. Prepares forms and composes letters. Sets up and maintains specialized office files. Files letters, reports and related technical information in the prescribed manner. Assembles information for other use. Opens, prioritizes and processes mail.
4. Types using PC-based word processing software and processes letters, forms, reports, schedules, manuals, booklets, requisitions, purchase orders and related paperwork. Types information or enters data into computer containing technical terminology. Retrieves data for reports.
5. Performs research and retrieval of records. Conducts statistical comparisons of information. Assists in the preparation and maintenance of department records. Maintains office supplies.
6. Processes payroll.
7. Handles departmental petty cash funds.
8. Arranges meetings and contacts participants.
9. Maintains various contracts.
10. Assists in the preparation and maintenance of department budget.
11. Accesses, inputs and retrieves information and data from a computer.
12. Performs other duties as assigned