

JOB DESCRIPTION

TITLE GENERAL SECRETARY, ADMINISTRATION

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 Developmental (GED) exam required. Two to three years experience and/or related training. Basic computer skills required (e.g., ability to use e-mail).
Language Skills	Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	N/A
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 this job, the employee is required to sit, talk and hear. The employee is frequently required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 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 an 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 moderate.

REPORTS TO Department Supervisor

GENERAL RESPONSIBILITIES

1. Provides clerical support work as required.
2. Exercises initiative and judgement within an assigned scope of authority and assumes responsibility with minimal supervision.

SPECIFIC RESPONSIBILITIES

1. Prepares correspondence, forms, etc., and forwards to appropriate personnel.
2. Accesses, inputs and retrieves information and data from a computer.
3. Prints computerized reports and documents as requested.
4. Maintains records of computer files and performs data entry for files as necessary.
5. Maintains and updates filing system.
6. Answers incoming phone calls and takes messages and/or appropriate action; makes appointments.
7. Processes incoming mail.
8. Keeps budget records and processes invoices.
9. Assists with monthly payroll.
10. Coordinates travel arrangements including preparation of leaves, purchase orders, reservations and reimbursement.
11. Performs other duties as assigned.