

JOB DESCRIPTION

TITLE GENERAL SECRETARY C & I

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. One to two years experience. Knowledge and skill in the use of a computer. |
| 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 add, subtract, multiply, and divide in all units of measure, using whole number, 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; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. |
| 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 | Appropriate Supervisor |

GENERAL RESPONSIBILITIES

1. Provides secretarial and clerical services to the Curriculum and Instruction Coordinator.

SPECIFIC RESPONSIBILITIES

1. Prepares correspondence and forwards to personnel concerned. Distributes materials and information to schools.
2. Keeps appointment calendars and schedules appointments.
3. Maintains professionalism regarding student and staff information.
4. Receives and screens calls and refers callers.
5. Processes and distributes incoming mail. Responds to electronic mail.
6. Maintains files, computer files, and performs data entry for files as necessary.
7. Orders supplies and maintains multiple budgets.
8. Prints computerized reports and documents as requested.
9. Performs data file back-up.
10. Creates a variety of documents using PC-based work processing software and processes letters, forms, reports, schedules, manuals, booklets, requisitions, and related paperwork.
11. Operates office equipment, i.e., copiers, duplicators, laminators, scanners, FAX machines and other standard office equipment.
12. Maintains a working knowledge of TERMS, Microsoft Office, GroupWise and various other computer programs.
13. Organizes training including publicizing, overseeing registration (utilizing HERO program), providing information to participants, and submitting proper paperwork for consultant and participant payments.
14. Provides direct support to school-based personnel in area of assignment.
15. Prepares travel arrangements including plane reservations, hotel reservations, and conference registrations. Prepares in-county/out-of-county travel reimbursements for staff.
16. Exercises initiative and judgment within an assigned scope of authority and assumes responsibility with minimal supervision.
17. Performs other duties as assigned.