

## JOB DESCRIPTION

TITLE SECRETARY TO ADMINISTRATOR

### 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 required; and/or certificate or degree in secretarial training from an accredited technical school or college. Computer skills required (e.g., ability to use email).
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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to apply sound judgment.
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 stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk, and hear. 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. 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              Administrator

#### GENERAL RESPONSIBILITIES

1. Maintains administrative records and provides advanced secretarial support to the department.
2. Provides support on routine matters essential to the efficiency and effectiveness of the department's operations.

#### SPECIFIC RESPONSIBILITIES

1. Types routine correspondence, memoranda, processes leave forms, mileage forms, and prepares materials for production.
2. Files correspondence, administrative bulletins and personnel papers.
3. Maintains working knowledge of TERMS, Microsoft Office, GroupWise and various other computer programs.
4. Answers telephone and takes messages and/or appropriate action; makes appointments.
5. Provides secretarial assistance in budget preparation and records as needed.
6. Prepares payroll for instructors/aides, as needed.
7. Prepares monthly financial reports to the Business Office, as needed.
8. Issues all checks and maintains balances, as needed.
9. Maintains all ledgers and journals, as needed.
10. Prepares bank reconciliations, as needed.
11. Assists in inventory control.
12. Exercises initiative and judgment within the scope of authority and assumes responsibility with direct supervision.
13. Maintains staff personnel files.
14. Performs other duties as assigned.