

JOB DESCRIPTION

TITLE SECRETARY TO THE DIRECTOR OF
FTE, SURVEYS & STAFF ALLOCATIONS

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. Six months to one year of responsible secretarial experience or related training. Knowledge and skill in the use of computer programs such as Word, Excel and Power Point. Ability to use email.
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 and interact effectively with 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.
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. 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 quiet.

REPORTS TO Director of FTE, Surveys & Staff Allocations

GENERAL RESPONSIBILITIES

1. Provides secretarial support and office management services to the Director of FTE, Surveys & Staff Allocations and other department staff as assigned by the Director.

SPECIFIC RESPONSIBILITIES

1. Performs duties of a secretarial nature and participates directly in the work of the individual(s) supported. Coordinates office work and provides information regarding the services and operation of the unit.
2. Keeps appointment calendars, department calendar and schedules appointments and meetings. Makes travel arrangements and prepares reimbursement forms for travel.
3. Functions as the office receptionist. Receives calls and refers them to the appropriate staff member, when necessary. Maintains and updates department staff addresses, phone numbers and passwords.
4. Prepares forms and correspondence for the Director and others in the department and sets up and maintains office files. Files letters, reports and related information in the prescribed manner. Assembles information for others to use.
5. Opens, duplicates and distributes mail for the department.
6. Types and processes letters, forms, reports, schedules, manuals, booklets, requisitions, purchase orders and related paperwork. Maintains the department's SOP Manual.
7. Prepares payroll reports and maintains payroll records. Prepares leave forms for staff as required.
8. Assists in the preparation of and maintains the department's budgets. Prepares and processes purchase orders for the department. Orders, inventories and maintains office supplies. Responsible for maintenance of electronic equipment such as the fax and copy machines. Prepares work orders as needed for equipment maintenance.
9. Performs review of ELL forms (placement, program status, committee/conference, etc.) and other internal audit functions as needed.
10. Accesses, inputs and retrieves information and data from a computer. Maintains and updates the FTE Department website on a regular basis.
11. Performs other duties as assigned.