

JOB DESCRIPTION

TITLE: SECRETARY TO THE DIRECTOR OF FEDERAL AND STATE GRANTS

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.

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| Education/ Experience | High school diploma or General Educational Development (GED) certificate; or one to three years related experience and/or training. 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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to apply concepts of basic algebra. |
| Certificate/License | None |
| 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; 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, ability to 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 quiet. |
| REPORTS TO | The Director of Federal and State Grants |

GENERAL RESPONSIBILITIES

1. Provides administrative and secretarial services to the Director of Federal and State Grants.

SPECIFIC RESPONSIBILITIES

1. Secures details of specialized information, coordinates office work and provides information regarding the services and operations of the unit.
2. Provides assistance in preparation of applications and amendments.
3. Prepares and updates personnel rosters for projects.
4. Keeps appointment calendars and schedules appointments.
5. Receives calls and refers callers to other employees.
6. Opens, prioritizes and processes mail.
7. Maintains files pertaining to federal and state projects.
8. Maintains appropriate budget records including petty cash fund, postage and internal accounts.
9. Oversees maintenance of records for office.
10. Prepares payroll and verifies sick leave, line-of-duty leave, and personal leave requests.
11. Provides training for new secretarial personnel.
12. Works cooperatively with school secretaries in program schools.
13. Uses PC-based word processing software and processes letters, forms, reports, schedules, manuals, booklets, requisitions, purchase orders and related paperwork.
14. Prepares or oversees preparation of leave requests and reimbursement forms for personnel.
15. Makes travel arrangements for personnel.
16. Prepares or oversees preparation of production orders for materials in federal and state projects.
17. Assists in preparation of surveys/reports.
18. Performs such other duties as assigned.