

SECRETARY I

QUALIFICATIONS

A. REQUIRED

- High school graduation or equivalent
- Three years of progressive clerical and secretarial experience
- Passing score on the following skills assessments: Basic Computer, Internet Basics, Using Email, Microsoft Word, and Microsoft Excel
- Good working knowledge of computer applications, including word-processing, database and spreadsheet packages
- Demonstrated ability to accurately transcribe at an acceptable level
- Demonstrated knowledge of standard office practices and procedures
- Equivalent combination of education/training/experience

B. DESIRED

- Completion of business school or high school clerical or business courses, or equivalent

SUMMARY

The Secretary I performs clerical and secretarial work of moderate complexity and variety requiring a high degree of typing accuracy and speed. Work requires knowledge of assigned area, initiative and the ability to exercise sound judgment. The Secretary I may receive detailed instructions on more non-routine assignments, but uses discretion for more routine and well-established procedures. The Secretary I relieves the immediate supervisor of a wide variety of administrative details by handling assigned duties, but may be assigned to more than one faculty member or administrative supervisor. Reports to: Appropriate Administrator

ESSENTIAL FUNCTIONS

- Receives telephone calls and visitors, provides general information, opens and distributes mail, and makes appointments and travel arrangements
- Maintains records of expenditures and maintains a filing system
- Initiates work orders, purchase orders or requisitions, requests for special data, as needed
- Establishes internal processes and procedures to ensure efficient workflow
- Answers inquiries, supplies data and compiles reports of a complex or confidential nature
- Plans the layout and preparation of complicated data to ensure uniformity and consistency of the final product, proofreads material for accuracy, spelling and mechanics
- Transcribes general office correspondence, memoranda and reports
- Exhibits patience, courtesy and tact when dealing with personnel of all levels
- Promotes and supports district-wide educational advancement in 21st Century Skills.
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to handle multiple tasks
- Ability to remain seated for extended periods of time
- Ability to prioritize and organize
- Ability to communicate effectively with district personnel of all levels
- Ability to work alone and as part of a team
- Ability to reach, stoop, bend, twist, pull and occasionally carry up to 20 pounds

