

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Level V Secretary – ECSS Office

QUALIFICATIONS:

- A. High school diploma or equivalent required with three (3) years clerical/secretarial or related experience preferred.
- B. High degree of competence in all phases of secretarial skills and techniques.
- C. Proficiency in basic computer application skills.
- D. Ability to operate various pieces of office equipment.
- E. Ability to monitor budgets.
- F. Ability to work independently without direct supervision.
- G. Strong verbal, written, and interpersonal skills.
- H. Ability to handle multiple tasks/projects concurrently and to organize and prioritize work to meet all deadlines.
- I. Ability to effectively interact with co-workers, vendors, and the public.
- J. Ability to understand the need for and maintain confidentiality.
- K. Bilingual skills required (English/Spanish) within offices where this support is needed to serve the BCIU community.
- L. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO: ECSS Administrator & Office Supervisor

POSITION GOAL:

Assist ECSS administrative team members to execute responsibilities by efficiently and competently fulfilling designated performance responsibilities to advance program and BCIU operations,

PERFORMANCE RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

- A. Provide secretarial support for the daily operations of the Office of ECSS, including, but not limited to, coordinating, organizing, and maintaining daily staff schedules for program staff as requested; scheduling appointments; scheduling and coordinating travel arrangements; scheduling and coordinating the employee hiring process; serving as receptionist for the program/office; organizing incoming and outgoing correspondence; maintaining an efficient and effective filing system; maintaining an inventory of office supplies; ensuring the appropriate maintenance of office equipment, etc.
- B. Receive, screen, and direct incoming telephone calls to appropriate individuals as well as handle routine inquiries to ensure an efficient, effective, and customer-friendly operation.
- C. Process, maintain, and disseminate personnel-related information, such as, staff attendance, time sheets, logs, calendars, professional development activities, schedules, etc. for program staff members.

- D. Type, duplicate, collate, process, disseminate, and file correspondence, reports, informational packets, vouchers, purchase orders, etc.
- E. Assist in the preparation/coordination of and arrangements for meetings, workshops, seminars, and other events conducted by or on behalf of the ECSS Office.
- F. Maintain, manage, and report data through the utilization of database, spreadsheet applications and/or web-based applications, including, but not limited to, student attendance records, Frontline Solutions, and BCIUnify.
- G. Monitor and maintain project/program budget(s) and budgetary allocations administered by supervisor(s).
- H. Research/assemble information and develop correspondence as well as narrative and statistical reports for review by program supervisor(s).
- I. Assist in the development and dissemination of specialized communications such as newsletters, brochures, pamphlets, surveys, etc.
- J. Serve as recording secretary, when requested, at meetings held by or on behalf of the ECSS Office.
- K. Assist with inventory, ordering, and distribution of program materials.
- L. Maintain and activate, when necessary, an emergency notification system including parents, support agencies, police, and fire personnel.
- M. Assist with filling substitute needs under the direction of the program supervisor(s).
- N. Exercise confidentiality in the execution of all job responsibilities.
- O. Perform other job-related duties as required or assigned.

TERM OF EMPLOYMENT:

Non-exempt, Full Time, Twelve months/year. Hourly rate established as per AFSCME Collective Bargaining Agreement, Level V.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel. The probationary period for new hires shall be ninety (90) calendar days in length.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

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| Print Name | |
| Employee Signature | Date: |

Revised: March 20, 2024
CC: Employee File