

## **BERKS COUNTY INTERMEDIATE UNIT**

### **POSITION TITLE: Level V Secretary – Office of Professional Learning**

#### **QUALIFICATIONS:**

- A. High school diploma or equivalent required with three (3) years clerical/secretarial or related experience preferred. High degree of competence in all phases of secretarial skills and techniques.
- B. Proficiency in basic computer applications such as word processing, spreadsheets, databases, related software, and online programs
- C. Ability to operate various pieces of office equipment, such as computer, calculator, photocopier, etc.
- D. Ability to manage purchasing processes and monitor budgets when applicable.
- E. Ability to work independently without direct supervision.
- F. Strong verbal, written, and interpersonal skills.
- G. Ability to handle multiple tasks/projects concurrently and to organize and prioritize work to meet all deadlines.
- H. Possess personal characteristics indicative of maturity, flexibility, tactfulness, cooperation, and cheerfulness.
- I. Ability to understand the need for and maintain confidentiality.
- J. Bilingual skills preferred (English/Spanish) within the office where this support is needed to serve the BCIU community.
- K. 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) program. Clearance as a MA provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

#### **REPORTS TO:**

Program Administrator

#### **POSITION GOAL:**

Support and assist the program administrators, supervisors, or specialists in execution of their role by efficiently and competently fulfilling designated responsibilities in the support and furtherance of 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 program, including, but not limited to, coordinating, organizing, and maintaining daily program scheduling and logistics; serving as receptionist for the program/department; organizing incoming and outgoing correspondence; maintaining an efficient and effective filing system; maintaining an inventory of office supplies and program-related materials; etc.
- B. 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 professional development materials and resources 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 program.

- F. Maintain, manage, and report data through the utilization of database and/or spreadsheet applications.
- G. Manage purchasing processes and monitor program budget(s) and budgetary allocations administered by supervisor(s) when applicable.
- H. Assemble information and format correspondence as well as narrative and statistical reports for review by program supervisor(s).
- I. Disseminate and assist in the development 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 program.
- K. Assist with inventory, ordering, and distribution of program materials.
- L. Exercise confidentiality in the exercise of all job responsibilities.
- M. 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. This position may be eligible for a telework arrangement.

**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) 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.**

<b>Print Name</b>	
<b>Employee Signature</b>	<b>Date:</b>

Revised: December 23, 2020  
April 9, 2026

CC: Employee File