

TITLE***SECRETARY (Central Office)*****QUALIFICATIONS**

1. Minimum high school diploma or G.E.D.
2. Minimum one year of experience so that with appropriate training, services may be provided in the specific role for which employed
3. Knowledge of typing, office machines, and computers
4. Meets health and physical requirements

JOB GOAL

To receive and channel all incoming calls, provide assistance to the public, and perform various routine office assignments

ESSENTIAL FUNCTIONS

1. Receives and channels incoming calls and provides public service information
2. Orders and distributes office supplies
3. Distributes payroll checks
4. Operates fax machine
5. Performs general clerical duties
6. Performs such other duties as assigned to run and maintain an efficiently-operated office
7. Performs other duties as assigned

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 25 lbs., with frequent lifting and/or carrying of objects weighing up to 10 lbs. Other physical demands that may be required are as follows:

1. Pushing
2. Pulling
3. Climbing
4. Stooping
5. Kneeling
6. Reaching
7. Talking
8. Hearing
9. Seeing

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

TEMPERAMENT (Personal traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity
3. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria
4. Adaptability to dealing with people

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. *Intelligence*: Ability to understand instructions and underlying principles; ability to reason and make judgments
2. *Verbal*: Ability to understand meanings of words and ideas associated with them
3. *Manual Dexterity*: Ability to move the fingers and manipulate small objects with the fingers rapidly and accurately
4. *Form Perception*: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures
5. *Motor Coordination*: Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed
6. *Color Discrimination*: Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color

WORK CONDITIONS

Normal working environment; may not always have privacy or quiet place to work

TERMS OF EMPLOYMENT

1. 261-day contract
2. Central Office secretary salary scale

IMMEDIATE SUPERVISOR

Supervisor of the employee's respective department

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Adopted 07/01/93