Job Summary:
Provides secretarial support and performs general office functions to ensure the efficient operation of the assigned department.

Qualifications:
1. High school graduate
2. One year of clerical/secretarial experience.

Essential Functions:
1. Prepares, and proofreads correspondence, forms, texts and reports.
2. Prepares, maintains, and monitors departmental records including, but not limited to, purchase orders, employment calendars, leave forms, correspondence, and data entry.
3. Responds to communications (e.g. telephone calls, e-mail, facsimiles, and questions from internal and external clients).
4. Initiates, places and receives communications (e.g. telephone, e-mail, facsimiles).
5. Maintains files and records in an organized manner.
6. Assists with organization, planning and implementation of appointments, workshops, inservices, meetings and projects.
7. Supports communications with local districts and other agencies.
8. Orders and maintains materials and supplies.
9. Handles information in a confidential manner.

Additional Responsibilities:
1. Develops and maintains proper and adequate records and documentation in accordance with Agency policies and procedures.
2. Provides back-up assistance to colleagues.
3. Participates in projects, committees or activities to support the mission of the department, unit and Agency.
4. Participates in staff development and professional growth activities.
5. Performs such other duties as may be assigned.

Knowledge, Skills and Abilities:
1. Ability to communicate effectively and maintain effective working relationships.
2. Ability to function effectively as a team member.
4. Ability to convey a positive and professional image to staff and public.
5. Ability to process, categorize and file information and forms in accordance with Agency procedures.
6. Ability to read and interpret documents.
7. Ability to apply appropriate mathematical concepts.
8. Ability to work without direct supervision.

Physical Requirements:
1. Normal, routine levels of bending, carrying, lifting, climbing, reaching, sitting, standing, and walking.
2. Sufficient manual dexterity to be able to operate office equipment including, but not limited to, computers, fax machines, copy machines, typewriters, telephones.

EOE/M-F-H-V