

POSITION: SECRETARY I

REPORTS TO: Director/Supervisor or Department Head

DESCRIPTION: Personnel employed to transcribe from notes or mechanical equipment, receive callers, perform clerical tasks, prepare reports, and operate office machines.

QUALIFICATIONS:

1. High school diploma or GED required with some business courses or experience preferred.
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position and have verifiable computer/word processing experience.
3. Ability to work well with others.
4. Knowledge of office practices and other related business skills required.

RESPONSIBILITIES:

1. Performs the usual office routines and practices associated with an office.
2. Files correspondence, invoices, cards, or other records in prescribed manner, depending upon the practice of the department to which assigned.
3. Welcomes visitors and arranges for their comfort, and screens unexpected callers in accordance with predetermined policy.
4. Places and receives telephone calls and records messages.
5. Takes and transcribes dictation of various types, including correspondence, reports, notices, and recommendations.
6. Obtains, gathers, and organizes pertinent data as needed, and puts into usable form.
7. Orders and maintains supplies as needed.
8. Performs any bookkeeping tasks associated with the specific position.
9. Maintains a schedule of appointments and makes arrangements for conferences and interviews.
10. Operates business machines.
11. Maintains positive work habits.
12. Performs duties efficiently and productively.
13. Maintains and/or upgrades job-related skills.
14. Performs other related tasks as assigned by the principal or supervisor.
15. Develops and maintains a safe work environment at all times.

SALARY: Pay Grade: D

EMPLOYMENT TERM: 200 - 220 Days