

Chittenden Central Supervisory Union

Job Description

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JOB TITLE: Administrative Secretary II – Skill-Tech - Gr. 6

FLSA STATUS: Non-exempt

UPDATED: August 3, 2004 – DRAFT

POSITION OBJECTIVES: To perform a full range of secretarial, clerical and accounting functions for the evening Skill-Tech program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Type and proof a wide variety of written materials (correspondence, exams, reports, forms, records, brochures, etc.) from handwritten or typed copy, principally using computer word processor, as well as standard typewriters. Edit materials, design and implement databases to track customer, vendor, and staff information. Regularly compose routine correspondence.
- Design layouts and printing formats for brochures and pamphlets, and perform similar specialized functions associated with use of word processing, desk-top publishing, graphic design, and web-based photographic software programs.
- Perform key registration functions, including tracking student attendance, class registration and preparation of grade certificates.
- Perform a variety of accounting tasks including processing payments for classes, including credit card transactions.
- Distribute a variety of written information; answer questions about department/school policies, procedures, fees, schedules, events, services, programs, and the like; distribute, collect and assist with completion of forms. Place calls as necessary. Communicate with outside agencies providing classes.
- Process various documents: prepare/initiate documents; review for accuracy and completeness; code; complete missing or inaccurate information; resolve discrepancies; enter data in files, verify/edit to ensure accuracy, update files/records regularly; distribute or file documents as appropriate.
- Maintain web pages with current class information. Assist with the maintenance of the CTE website for daytime programs.
- Organize and maintain a variety of general and specialized school files and records.

SUPERVISION RECEIVED

Reports to, supervised, and receives assignments from the Skill-Tech Coordinator. Supports events, day-to-day operations with the Daytime Adult Coordinator and Evening Supervisor.

QUALIFICATIONS

Education and Experience. Associate's degree in an appropriate discipline, plus one or two years of relevant secretarial experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

Language Skills. (reading, writing, speaking)

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills Ability to calculate percentages, proportions, averages, and other concepts of basic algebra.

Computer Skills and Experience. Experience in the use of word processing, spreadsheets, databases, graphic design, and publication software. Experience with accounting software (specifically QuickBooks). Experience and/or training with maintaining web pages.

Reasoning Ability/Mental Requirements. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

PHYSICAL EFFORT AND STRESS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet to moderate.

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This general outline illustrates the type of work which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.