



<b>Position Title:</b>	Secretary I	
<b>Reports To:</b>	Grant Director, ACE Grant Program	
<b>Department:</b>	ESL/Foreign Language	<b>Job Code:</b> 4136
<b>Prepared By/Date:</b>	Jennifer Brito/2-20-2009	<b>Job Group:</b> SNE
<b>Approved By/Date:</b>	Michelle Thomas/2-20-2009	<b>Salary Grade:</b> 8
<b>Revised:</b>	Donna French/03-08-2012	<b>FLSA Status:</b> Non-Exempt

### **Summary:**

The Secretary I performs a wide variety of advanced clerical tasks requiring the application of independent judgment and knowledge of rules, policies, and procedures.

### **Essential Duties and Responsibilities:**

- Checks voicemail and emails frequently and regularly and ensures that emergencies, such as faculty absences are addressed immediately
- Receives, returns phone calls, provides information and refers calls to the appropriate department or individual
- Provides department chairperson with information on the operation of the office
- Creates and maintains office files
- Researches and compiles information including Internet searches
- Prepares correspondence, proposals, and reports for the Grant Program Director
- Responds to student's inquires
- Interviews, trains and assigns tasks to student assistants
- Communicates extensively with department faculty, staff and students
- Keeps appointment calendar for the Grant Program Director
- Prepares and maintains on-line payrolls on time for student assistants, part-time and full-time personnel
- Prepares on-line disbursement requests, requisitions and leave forms
- Maintains and adheres to College policies and procedures
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Knowledge of word processing, spreadsheets, and database software applications and office equipment (i.e., photocopier, printer, fax machine, calculator)
- Knowledge of office practices and procedures
- MDC Clerical Skills Assessment is required. Minimum typing skills 40 wpm
- Effective interpersonal skills in order to make sound judgments to decide how duties and responsibilities are completed between himself/herself and coworkers, the supervisory chain, faculty, staff, and students
- Ability to think, reason, and make sound judgments to decide how duties and responsibilities are completed in compliance with college standards and guidelines
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals
- Ability to write routine reports and correspondence
- Ability to make arithmetical calculations such as addition, subtraction, multiplication and division
- Ability to speak effectively before groups of customers or employees of organizations

- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-Essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associates Degree and one (1) year experience; or two (2) years of experience in advanced clerical work, including or supplemented by courses in secretarial training or Business courses in high school or college; or a combination of experience and training

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name