



<b>Position Title:</b>	Secretary I		
<b>Reports To:</b>	Director, Emergency Preparedness		
<b>Department:</b>	Office of the College President	<b>Job Code:</b>	4136
<b>Prepared By/Date:</b>	Scott Burnotes/8-11-2009	<b>Job Group:</b>	SNE
<b>Approved By/Date:</b>	Scott Burnotes/8-11-2009	<b>Salary Grade:</b>	8
<b>Revised:</b>	Donna French/03-08-2012	<b>FLSA Status</b>	Non-Exempt

**Summary:**

Provides administrative support to Emergency Management for Higher Education (EMHE) Grant Project Manager and Project Director for all grant related activities.

**Essential Duties and Responsibilities:**

- Maintains documentation of the operations of the grant, which requires preparing and typing a variety of documents including reports, databases, minutes, agendas, budget worksheets and requisitions
- Prepares and maintains time sheets for all personnel working on grant projects
- Prepares on-line disbursement requests and requisitions
- Maintains calendar, correspondence, and supplies
- Creates and maintains grant files
- Checks voice mail, e-mails regularly, and ensures that emergencies are addressed immediately
- Receives, returns phone calls, provides information, and refers calls to the appropriate department or individual
- Communicates extensively with various department's faculty, staff and students
- Makes copies of correspondence or other printed matter
- Opens, sorts, and screens mail and prepares outgoing mail
- Handles confidential information
- 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
- 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 work in a multi-ethnic and multi-cultural environment

**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 sit 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 stand and walk.

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