

**Position Title:
Secretary I**

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| <u>Classification:</u> | Non-Exempt |
| <u>Salary Grade/Level:</u> | Pay grade: 02 - Salary Range \$22,880 - \$32,693 |
| <u>Reports to:</u> | Executive Assistant |
| <u>Board Approval Date:</u> | December 2015 |

Summary/Objective Under the direction of the Executive, Administrative or Supervisory Staff, the Secretary duties include the operation of a computer in connection with the day-to-day business processes. Routine work will also include a variety of clerical functions in addition to providing clerical support to personnel within the agency.

Essential Functions Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ◆ Performs clerical work such as filing, typing, data entry, photocopying and other duties.
- ◆ Provide clerical support and assistance to the Executive, Administrative and Supervisory staff as needed.
- ◆ Assist other personnel for the purpose of supporting them in the completion of their work activities.
- ◆ Maintains a variety of files and/or documents as instructed.
- ◆ Performs routine administrative tasks and special projects under direction of the supervisor.
- ◆ Type letters, schedules, memoranda, forms and other materials from rough drafts, notes or verbal instruction.
- ◆ Performs data entry in computerized system; maintains routine informational spreadsheets.
- ◆ Photocopies printed documents; send and receives faxes.
- ◆ Maintains and updates routine departmental records and filing system.
- ◆ Sorts and distributes departmental mail.
- ◆ Write and prepare requisitions to order office supplies for administrative staff
- ◆ Performs routine switchboard coverage
- ◆ Performs other job-related duties as may be assigned.

Competencies:

1. Decision Making.
2. Collaboration Skills.
3. Results Driven.
4. Communication Proficiency.
5. Technical Capacity.
6. Teamwork Orientation.
7. Thoroughness.
8. Flexibility.

Receptionist cont'd

Supervisory Responsibility: This position has no supervisory responsibilities.

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands: While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Position Type and Expected Hours of Work: This is a full-time position, and hours of work and days are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work may be required as job duties demand.

Travel: Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

Required Education and Experience A high school graduate or equivalent (GED), with additional business courses in related office procedures, with two years office experience; the ability to establish satisfactory working relationships with fellow employees and supervisor; must have computer experience and proficient advance training with the Microsoft office Suite including MS word, excel, access and PowerPoint. An acceptable combination of education and experience is also accepted.

Preferred Education and Experience: (same as above)

Additional Eligibility Qualifications:

- ◆ Must be able to function independently and have flexibility, personal integrity and the ability to work effectively with staff and support agencies.
- ◆ Must possess the ability to make independent decisions when circumstances warrant such action.

Work Authorization/Security Clearance: Has to successfully pass a criminal, employment, education and drug screening background check.

AAP/EEO Statement: NFCAA is an equal opportunity employer and does not condone any form of discrimination, including harassment, with regard to recruiting, advertising, hiring, placement, promotion, transfer, compensation benefits, disciplinary action, termination, and all other privileges, terms and conditions of employment.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures:

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____