

Position Title:
F&CS Secretary III

Classification: Non-Exempt

Salary Grade/Level: Pay grade 04 - Salary \$13 - \$15 hourly

Reports to: Program Coordinator (CSBG)

Board Approval Date: **December 14, 2017**

Summary/Objective: The Secretary III is responsible for performing duties under the supervision of the Program Coordinator. Duties include clerical support to coordinate the flow of external and internal information as it relates to the programs administered. The day to day operations will include knowledge and experience of various software applications such as spreadsheets, word processing, data base management and other various software applications.

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

- ◆ Transmit messages from incoming calls throughout the agency.
- ◆ Draft and type letters, memoranda and reports at the direction of the Executive Director and the Program Coordinator Prepare and type agency bid packets.
- ◆ Responsible for drafting and creating various forms to be used agency wide.
- ◆ Organize and coordinate appointments, travel arrangements, conferences, and meetings for the Program Coordinator and other program staff.
- ◆ Maintain an accurate file control system for letters, memos, reports, and other agency correspondence.
- ◆ Responsible for compiling and completing monthly, quarterly, annual, and other agency related reports including surveys.
- ◆ Logs in incoming and outgoing transmittals from the satellite offices to facilitate accurate tracking and movement of the documents.
- ◆ Reviews transmittals and vouchers timely, for accuracy, proper positing to the line items and assigns the proper account codes where applicable.
- ◆ Write and prepare requisitions to order office supplies for program staff.
- ◆ Provide clerical support and assistance to other staff within the department and to other agency staff with program matters as needed.
- ◆ Assists with performing input/output functions on a regular basis.
- ◆ Performs other job-related duties as assigned.

Secretary III cont'd:

Competencies:

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

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 to five years office experience; must possess the ability to handle complicated and legal correspondence; the ability to establish satisfactory working relationships with fellow employees and supervisor; type 50 wpm and have word-processing/computer experience; and must have proficient advance training with the Microsoft office Suite including MS word, excel, access and PowerPoint. Must also be able to quickly adapt to new software applications such as survey monkey. An acceptable combination of education and experience is also accepted.

Preferred Education and Experience: (same as above)

Additional Eligibility Qualifications: NONE

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

Secretary III cont'd:

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 _____