

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: December 13, 2005

SUBJECT: RCTC Secretary

CATEGORY: Operations: Policy: Information: Personnel: **X**

INITIATED BY: Mary Ellen Camp, RCTC Manager

DESCRIPTION:

The RCTC office needs to fill a part-time secretarial position left vacant in November.

RECOMMENDATION:

Motion to employ Carrie Britton as RCTC part-time secretary (S-3) at the probationary rate of \$11.57 per hour. Employment conditioned on Ms. Britton submitting appropriate clearances.

Carrie Britton

1712 Market Street

Erie, Pennsylvania 16510

(814) 825-3723

Work History

Monarch Development Company
(814) 452-4232

12/2001 to Present

Office Secretary:

Answering six line phone system, greeting customers, filing, ordering office supplies, typing correspondences for the office staff, attending and keeping bi-weekly minutes for the Staff meeting, gathering project bidding information, contacting subcontractors for quotes, and typing bids.

Triangle Tech, Inc.
(814) 453-6016

09/2000 to 12/2001

School Representative:

Worked out of the Erie PA Careerlink, discussing the programs offered at Triangle Tech to prospective students, made arrangements for prospective students to meet admissions at the school for an official tour. Gave presentations to groups of individuals as scheduled. Helped out in the resource center with displaced workers when the GECAC staff needed assistance.

Triangle Tech, Inc.
(814) 453-6016

06/1995 to 9/2000

School Secretary:

Answered five line phone system, greeted prospective students and their families, keep up to date admissions folders on prospective students, typed correspondences for the admissions staff, organized orientations, sent out notices, organized student information and ordered food, contributed to the bi-monthly newsletter for all four campuses of Triangle Tech, ordered office supplies.