

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: October 28, 2010

SUBJECT: Job description revisions

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

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

Secretarial job descriptions (S-1, S-2, S-3) for ECTS have been revised to accurately reflect current job duties. In addition, job descriptions were created to enable more flexibility.

RECOMMENDATION:

Motion to approve the revised job descriptions and accept the newly created job descriptions

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Accounting and Administrative Assistant
DEPARTMENT: Administrative Office
REPORTS TO: Business Manager
ADMINISTRATIVE RESPONSIBILITIES TO: Director, Coordinator of Human and Quality Resources
REVISION DATE: 10/2010

REQUIREMENTS: Associate Degree in Business preferred, working knowledge of basic accounting principals and practices, Computer literate in Microsoft Office, Other accounting software experience, Act 34/151 and FBI Clearances

TALENTS: The employee possesses a drive to be of service to others, a need for expertise in their area, and a need to assume personal responsibility for their work. The employee will be able to problem solve and have an affinity for numbers. In addition, the employee will work well in a team environment, have an awareness of and attentiveness to individual differences and clear ability to maintain confidence in Personnel, Financial and Legal matters.

Job Statement: To implement all policies and procedures relating to accounting and secretarial assignments in an effective and efficient manner including the management of specific timelines for each department, utilizing current computer technology.

PERFORMANCE RESPONSIBILITIES:

Student Activity Fund: as directed by Business Manager

1. Maintain Student Activity Fund cash receipts and disbursement records.
2. Prepare Student Activity Fund report for monthly Board approval.
3. Reconcile Student Activity Fund checking account monthly.

Cash Receipts: as directed by Business Manager

4. Prepare daily bank deposits.
5. Complete daily deposit summary including account codes.
6. Maintain and reconcile log of payments received from AVTS participating districts.
7. Enter daily deposit summary into software.

Secretarial Support:

8. Assist in compiling Joint Operating Committee meeting agendas, as directed by JOC Secretary, including publishing, and distribution to Committee members, others as needed, as directed by the Business Manager/Board Secretary.
9. Assist in composition of JOC meeting minutes, as directed by JOC Secretary, including publishing, distribution and posting to the website.
10. Complete payroll data entry and record keeping as directed by Coordinator of Human and Quality Resources, including internal spreadsheets, and time sheet data.
11. Secretarial support to Business Manager/JOC Secretary, Director, and Coordinator of Human and Quality Resources; including preparing and mailing correspondence and reports, sorting and distributing mail, meeting scheduling and preparations, calendar coordination, and other duties as needed.
12. Reconcile and collect cardholder VISA statements

Accounts Payable and Purchasing:

13. Issue checks in all funds.
14. Print and distribute purchase orders.
15. Problem solve in each area.
16. Create board bill listing for all funds.

Fixed Assets:

17. Maintain records system.
18. Reconcile differences.
19. Responsible for tagging equipment.
20. Audit locations as directed by procedure.

Other Duties:

21. Maintain all current and archive files relative to each Administrative Position.
22. Provide information to auditors as requested.
23. Create, edit and maintain quality system documents.
24. Keep records and forms updated at the direction of the Coordinator of Human and Quality Resources.
25. Maintain internal audit and Continuous Improvement log.
26. Interact with staff and public in a professional and courteous manner.
27. Act as liaison with Cogent as needed.
28. Manage approved driver list.
29. Order office supplies and maintain office equipment.
30. Provides support services for all administrative staff, with supervisor approval, as needed including but not limited to correspondence, minutes, or other related secretarial duties.
31. Monitor student cash register process including reconciliation and bank deposit and other support as needed for food services and culinary.
32. Performs other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-2

I have reviewed the above job description and analysis and understand the requirements of the position _____.
Initials

Employee

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Accounting and Administrative Assistant
DEPARTMENT: Administrative Office
REPORTS TO: Business Manager
ADMINISTRATIVE RESPONSIBILITIES TO: Director, Coordinator of Human and Quality Resources
REVISION DATE:

REQUIREMENTS: Associate Degree in Business preferred, working knowledge of basic accounting principals and practices, Computer literate in Microsoft Office, Other accounting software experience, Act 34/151 and FBI Clearances

TALENTS: The employee possesses a drive to be of service to others, a need for expertise in their area, and a need to assume personal responsibility for their work. The employee will be able to problem solve and have an affinity for numbers. In addition, the employee will work well in a team environment, have an awareness of and attentiveness to individual differences and clear ability to maintain confidence in Personnel, Financial and Legal matters.

Job Statement: To implement all policies and procedures relating to accounting and secretarial assignments in an effective and efficient manner including the management of specific timelines for each department, utilizing current computer technology.

PERFORMANCE RESPONSIBILITIES:

Student Activity Fund: as directed by Business Manager

1. Maintain Student Activity Fund cash receipts and disbursement records.
2. Prepare Student Activity Fund report for monthly Board approval.
3. Reconcile Student Activity Fund checking account monthly.

Cash Receipts: as directed by Business Manager

4. Prepare daily bank deposits.
5. Complete daily deposit summary including account codes.
6. Maintain and reconcile log of payments received from AVTS participating districts.
7. Enter daily deposit summary into software.

Secretarial Support:

8. Assist in compiling Joint Operating Committee meeting agendas, as directed by JOC Secretary, including publishing, and distribution to Committee members, others as needed, as directed by the Business Manager/Board Secretary.
9. Assist in composition of JOC meeting minutes, as directed by JOC Secretary, including publishing, distribution and posting to the website.
10. Complete payroll data entry and record keeping as directed by Coordinator of Human and Quality Resources, including internal spreadsheets, and time sheet data.
11. Secretarial support to Business Manager/JOC Secretary, Director, and Coordinator of Human and Quality Resources; including preparing and mailing correspondence and reports, sorting and distributing mail, meeting scheduling and preparations, calendar coordination, and other duties as needed.
12. Reconcile and collect cardholder VISA statements

Accounts Payable and Purchasing:

13. Issue checks in all funds.
14. Print and distribute purchase orders.
15. Problem solve in each area.
16. Create board bill listing for all funds.

Fixed Assets:

17. Maintain records system.
18. Reconcile differences.
19. Responsible for tagging equipment.
20. Audit locations as directed by procedure.

Other Duties:

21. Maintain all current and archive files relative to each Administrative Position.
22. Provide information to auditors as requested.
23. Create, edit and maintain quality system documents.
24. Keep records and forms updated at the direction of the Coordinator of Human and Quality Resources.
25. Maintain internal audit and Continuous Improvement log.
26. Interact with staff and public in a professional and courteous manner.
27. Act as liaison with Cogent as needed.
28. Manage approved driver list.
29. Order office supplies and maintain office equipment.
30. Provides support services for all administrative staff, with supervisor approval, as needed including but not limited to correspondence, minutes, or other related secretarial duties.
31. Monitor student cash register process including reconciliation and bank deposit and other support as needed for food services and culinary.
32. Performs other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-3

I have reviewed the above job description and analysis and understand the requirements of the position _____.
Initials

Employee

Date

Created 10/10

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Accounting and Administrative Assistant
DEPARTMENT: Administrative Office
REPORTS TO: Business Manager
ADMINISTRATIVE RESPONSIBILITIES TO: Director, Coordinator of Human and Quality Resources
REVISION DATE:

REQUIREMENTS: Associate Degree in Business preferred, working knowledge of basic accounting principals and practices, Computer literate in Microsoft Office, Other accounting software experience, Act 34/151 and FBI Clearances

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15. Problem solve in each area.
16. Create board bill listing for all funds.

Fixed Assets:

17. Maintain records system.
18. Reconcile differences.
19. Responsible for tagging equipment.
20. Audit locations as directed by procedure.

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24. Keep records and forms updated at the direction of the Coordinator of Human and Quality Resources.
25. Maintain internal audit and Continuous Improvement log.
26. Interact with staff and public in a professional and courteous manner.
27. Act as liaison with Cogent as needed.
28. Manage approved driver list.
29. Order office supplies and maintain office equipment.
30. Provides support services for all administrative staff, with supervisor approval, as needed including but not limited to correspondence, minutes, or other related secretarial duties.
31. Monitor student cash register process including reconciliation and bank deposit and other support as needed for food services and culinary.
32. Performs other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-1

I have reviewed the above job description and analysis and understand the requirements of the position _____.
Initials

Employee

Date

Created 10/10

ERIE COUNTY TECHNICAL SCHOOL
Job Description

TITLE: HIGH SCHOOL SECRETARY
DEPARTMENT: High School
REPORTS TO: Principal
REVISION DATE: 10/2010

REQUIREMENTS: High school graduate, prior work experience as a secretary, computer literate, Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess a service mentality, an internal drive to accomplish daily tasks, and the ability to solve problems. In addition, the employee must be personally accountable for their work, work well in a team environment and be aware of and attentive to individual differences.

Job Statement: High School secretary will be responsible for maintaining efficient operation of the High School Office. Employee will courteously greet all visitors, determine their needs and direct them accordingly. The secretary will maintain a positive helpful environment in order to serve customers that enter the office as needed.

PERFORMANCE RESPONSIBILITIES:

1. Greets all visitors courteously, determines their needs, and directs them to the proper person.
2. Signs guests in, provides name tag, and directs in the appropriate manner.
3. Prepares receipts for incoming monies.
4. Responsible for printing and mailing progress reports and report cards.
5. Assists with tracking of non-duty days for high school staff.
6. Prepares state Cosmetology report quarterly.
7. Prepares end of year reports.
8. Provides back up for RCTC as needed (fingerprinting, registration etc).
9. Prepares ECTS student handbook.
10. Handles Home School requests of any kind.
11. Assigns lockers.
12. Answers the High School office telephone, routes calls to the proper destination, takes and relays messages.
13. Files correspondence, invoices, data cards or other records in a prescribed manner.
14. Processes student requests for early dismissals and late admits.
15. Disseminates mail, literature, email, and written messages to staff members.
16. Types a variety of materials, such as letters, curriculum materials, rough drafts, board reports, etc. for the Principal.
17. Inputs source data on computer.
18. Assists with preparing, filing and maintaining records related to enrollment, student achievement, attendance, and correspondence.
19. Distributes and records parking permits for the High School Office.
20. Schedules substitute teachers when so directed by the building principal.
21. Provides support services for all administrative staff, with supervisor approval, as needed including but not limited to correspondence, minutes, or other related secretarial duties.
22. Monitor student cash register process including reconciliation and bank deposit and other support as needed for food services and culinary.
23. Performs such other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-1

I have reviewed the above job description and analysis and understand the requirements of the position _____
(Initials).

Employee
Created: 3/98

Date

ERIE COUNTY TECHNICAL SCHOOL
Job Description

TITLE: HIGH SCHOOL SECRETARY
DEPARTMENT: High School
REPORTS TO: Principal
REVISION DATE:

REQUIREMENTS: High school graduate, prior work experience as a secretary, computer literate, Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess a service mentality, an internal drive to accomplish daily tasks, and the ability to solve problems. In addition, the employee must be personally accountable for their work, work well in a team environment and be aware of and attentive to individual differences.

Job Statement: High School secretary will be responsible for maintaining efficient operation of the High School Office. Employee will courteously greet all visitors, determine their needs and direct them accordingly. The secretary will maintain a positive helpful environment in order to serve customers that enter the office as needed.

PERFORMANCE RESPONSIBILITIES:

1. Greets all visitors courteously, determines their needs, and directs them to the proper person.
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3. Prepares receipts for incoming monies.
4. Responsible for printing and mailing progress reports and report cards.
5. Assists with tracking of non-duty days for high school staff.
6. Prepares state Cosmetology report quarterly.
7. Prepares end of year reports.
8. Provides back up for RCTC as needed (fingerprinting, registration etc).
9. Prepares ECTS student handbook.
10. Handles Home School requests of any kind.
11. Assigns lockers.
12. Answers the High School office telephone, routes calls to the proper destination, takes and relays messages.
13. Files correspondence, invoices, data cards or other records in a prescribed manner.
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20. Schedules substitute teachers when so directed by the building principal.
21. Provides support services for all administrative staff, with supervisor approval, as needed including but not limited to correspondence, minutes, or other related secretarial duties.
22. Monitor student cash register process including reconciliation and bank deposit and other support as needed for food services and culinary.
23. Performs such other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-2

I have reviewed the above job description and analysis and understand the requirements of the position _____
(Initials).

Employee
Created: 10/10

Date

ERIE COUNTY TECHNICAL SCHOOL
Job Description

TITLE: HIGH SCHOOL SECRETARY
DEPARTMENT: High School
REPORTS TO: Principal
REVISION DATE:

REQUIREMENTS: High school graduate, prior work experience as a secretary, computer literate, Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess a service mentality, an internal drive to accomplish daily tasks, and the ability to solve problems. In addition, the employee must be personally accountable for their work, work well in a team environment and be aware of and attentive to individual differences.

Job Statement: High School secretary will be responsible for maintaining efficient operation of the High School Office. Employee will courteously greet all visitors, determine their needs and direct them accordingly. The secretary will maintain a positive helpful environment in order to serve customers that enter the office as needed.

PERFORMANCE RESPONSIBILITIES:

1. Greets all visitors courteously, determines their needs, and directs them to the proper person.
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3. Prepares receipts for incoming monies.
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6. Prepares state Cosmetology report quarterly.
7. Prepares end of year reports.
8. Provides back up for RCTC as needed (fingerprinting, registration etc).
9. Prepares ECTS student handbook.
10. Handles Home School requests of any kind.
11. Assigns lockers.
12. Answers the High School office telephone, routes calls to the proper destination, takes and relays messages.
13. Files correspondence, invoices, data cards or other records in a prescribed manner.
14. Processes student requests for early dismissals and late admits.
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16. Types a variety of materials, such as letters, curriculum materials, rough drafts, board reports, etc. for the Principal.
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18. Assists with preparing, filing and maintaining records related to enrollment, student achievement, attendance, and correspondence.
19. Distributes and records parking permits for the High School Office.
20. Schedules substitute teachers when so directed by the building principal.
21. Provides support services for all administrative staff, with supervisor approval, as needed including but not limited to correspondence, minutes, or other related secretarial duties.
22. Monitor student cash register process including reconciliation and bank deposit and other support as needed for food services and culinary.
23. Performs such other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-3

I have reviewed the above job description and analysis and understand the requirements of the position _____
(Initials).

Employee
Created: 10/10

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Description

TITLE: HIGH SCHOOL SECRETARY- Registrar
DEPARTMENT: High School
REPORTS TO: Principal
RESPONSIBILITIES TO: Admissions Counselor, Guidance Service Coordinator
REVISION DATE: 10/2010

REQUIREMENTS: Associates Degree Preferred, prior work experience as a secretary, computer literate, Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess a service mentality, an internal drive to accomplish daily tasks, and the ability to solve problems. In addition, the employee must be personally accountable for their work, work well in a team environment and be aware of and attentive to individual differences.

Job Statement: High School secretary will be responsible for maintaining efficient operation of the High School Office. Employee will courteously greet all visitors, determine their needs and direct them accordingly. The secretary will maintain a positive helpful environment in order to serve customers that enter the office as needed.

PERFORMANCE RESPONSIBILITIES:

1. Greets all visitors courteously, determines their needs, and directs them to the proper person.
2. Answers the High School office telephone, routes calls to the proper destination, takes and relays messages.
3. Shares in production of a daily attendance report.
4. Files correspondence or other records in a prescribed manner.
5. Processes student requests for early dismissals and late admits.
6. Disseminates mail, literature and written messages to staff members.
7. Types a variety of materials, such as letters, curriculum materials, rough drafts, board reports, etc. for the Guidance Service Coordinator, and Admissions Coordinator.
8. Inputs source data on computer terminal.
9. Assists with preparing, filing and maintaining records related to enrollment, student achievement, attendance, and correspondence.
10. Input and maintain a student data base.
11. Participate on committees as needed.
12. Provide support to RCTC when needed (fingerprints, registration)
13. Facilitate equipment maintenance.
14. Process materials for audits.
15. Run reports as needed for districts and instructors.
16. Assist with the NOCTI testing process.
17. Assist with Advanced Training Day.
18. Provides support services for all administrative staff, with supervisor approval, as needed including but not limited to correspondence, minutes, or other related secretarial duties.
19. Monitor student cash register process including reconciliation and bank deposit and other support as needed for food services and culinary.
20. Performs such other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-1

I have reviewed the above job description and analysis and understand the requirements of the position _____
(Initials).

Employee

Created: 3/98

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Description

TITLE: HIGH SCHOOL SECRETARY- Registrar
DEPARTMENT: High School
REPORTS TO: Principal
RESPONSIBILITIES TO: Admissions Counselor, Guidance Service Coordinator
REVISION DATE:

REQUIREMENTS: Associates Degree Preferred, prior work experience as a secretary, computer literate, Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess a service mentality, an internal drive to accomplish daily tasks, and the ability to solve problems. In addition, the employee must be personally accountable for their work, work well in a team environment and be aware of and attentive to individual differences.

Job Statement: High School secretary will be responsible for maintaining efficient operation of the High School Office. Employee will courteously greet all visitors, determine their needs and direct them accordingly. The secretary will maintain a positive helpful environment in order to serve customers that enter the office as needed.

PERFORMANCE RESPONSIBILITIES:

1. Greets all visitors courteously, determines their needs, and directs them to the proper person.
2. Answers the High School office telephone, routes calls to the proper destination, takes and relays messages.
3. Shares in production of a daily attendance report.
4. Files correspondence or other records in a prescribed manner.
5. Processes student requests for early dismissals and late admits.
6. Disseminates mail, literature and written messages to staff members.
7. Types a variety of materials, such as letters, curriculum materials, rough drafts, board reports, etc. for the Guidance Service Coordinator, and Admissions Coordinator.
8. Inputs source data on computer terminal.
9. Assists with preparing, filing and maintaining records related to enrollment, student achievement, attendance, and correspondence.
10. Input and maintain a student data base.
11. Participate on committees as needed.
12. Provide support to RCTC when needed (fingerprints, registration)
13. Facilitate equipment maintenance.
14. Process materials for audits.
15. Run reports as needed for districts and instructors.
16. Assist with the NOCTI testing process.
17. Assist with Advanced Training Day.
18. Provides support services for all administrative staff, with supervisor approval, as needed including but not limited to correspondence, minutes, or other related secretarial duties.
19. Monitor student cash register process including reconciliation and bank deposit and other support as needed for food services and culinary.
20. Performs such other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-2

I have reviewed the above job description and analysis and understand the requirements of the position _____
(Initials).

Employee

Created: 10/10

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Description

TITLE: HIGH SCHOOL SECRETARY- Registrar
DEPARTMENT: High School
REPORTS TO: Principal
RESPONSIBILITIES TO: Admissions Counselor, Guidance Service Coordinator
REVISION DATE:

REQUIREMENTS: Associates Degree Preferred, prior work experience as a secretary, computer literate, Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess a service mentality, an internal drive to accomplish daily tasks, and the ability to solve problems. In addition, the employee must be personally accountable for their work, work well in a team environment and be aware of and attentive to individual differences.

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PERFORMANCE RESPONSIBILITIES:

1. Greets all visitors courteously, determines their needs, and directs them to the proper person.
2. Answers the High School office telephone, routes calls to the proper destination, takes and relays messages.
3. Shares in production of a daily attendance report.
4. Files correspondence or other records in a prescribed manner.
5. Processes student requests for early dismissals and late admits.
6. Disseminates mail, literature and written messages to staff members.
7. Types a variety of materials, such as letters, curriculum materials, rough drafts, board reports, etc. for the Guidance Service Coordinator, and Admissions Coordinator.
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19. Monitor student cash register process including reconciliation and bank deposit and other support as needed for food services and culinary.
20. Performs such other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-3

I have reviewed the above job description and analysis and understand the requirements of the position _____
(Initials).

Employee

Date

Created: 10/10

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: PUPIL SERVICES SECRETARY-RCTC
DEPARTMENT: RCTC
REPORTS TO: RCTC Supervisor
REVISION DATE: 10/2010

REQUIREMENTS: Associate Degree in Business or related field preferred, computer literate, Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess a self-imposed drive that is internal, the need to be personally accountable for their work, and the desire to be of service to others. In addition, this employee is able to structure their daily work, to take charge if needed, and is aware and attentive to individual differences.

Job Statement: Responsible for all the maintenance of clerical/secretarial operations for RCTC. Responsible for providing information by phone or in person for customers interested in training programs or other RCTC services.

PERFORMANCE RESPONSIBILITIES:

1. Assists with secretarial/clerical related operations of the RCTC. This includes, but is not limited to, the clerical needs of the RCTC Supervisor, New Choices/New Options Coordinator(s) and Business manager.
2. Assists in the development and copy of printed materials.
3. Assists with preparing, filing and maintaining records related to enrollment, student achievement, attendance and correspondence.
4. Answers phone calls, routes calls to the proper destination, takes and relays information.
5. Disseminates mail, literature and written messages to staff members.
6. Types a variety of materials, such as letters, curriculum materials, rough drafts, etc., for all parties listed in Item 1.
7. Designs, maintains and inputs source data in computer and verifies printed reports.
8. Creates and prepares school reports.
9. Troubleshoots student record computer system.
10. Greets all visitors courteously, determines their needs, and directs them to the proper person.
11. Assists customers with fingerprinting, registration or other requests as needed.
12. Provides support services for all administrative staff, with supervisor approval, as needed including but not limited to correspondence, minutes, or other related secretarial duties.
13. Monitor student cash register process including reconciliation and bank deposit and other support as needed for food services and culinary.
14. Perform other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-1

I have reviewed the above job description and analysis and understand the requirements of the position _____ (Initials).

Employee

Date

Created:3/98

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: PUPIL SERVICES SECRETARY-RCTC
DEPARTMENT: RCTC
REPORTS TO: RCTC Supervisor
REVISION DATE: 10/2010

REQUIREMENTS: Associate Degree in Business or related field preferred, computer literate, Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess a self-imposed drive that is internal, the need to be personally accountable for their work, and the desire to be of service to others. In addition, this employee is able to structure their daily work, to take charge if needed, and is aware and attentive to individual differences.

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BARGAINING UNIT CLASSIFICATION: S-2

I have reviewed the above job description and analysis and understand the requirements of the position _____ (Initials).

Employee

Date

Created: 3/98

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: PUPIL SERVICES SECRETARY-RCTC
DEPARTMENT: RCTC
REPORTS TO: RCTC Supervisor
REVISION DATE: 10/2010

REQUIREMENTS: Associate Degree in Business or related field preferred, computer literate, Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess a self-imposed drive that is internal, the need to be personally accountable for their work, and the desire to be of service to others. In addition, this employee is able to structure their daily work, to take charge if needed, and is aware and attentive to individual differences.

Job Statement: Responsible for all the maintenance of clerical/secretarial operations for RCTC. Responsible for providing information by phone or in person for customers interested in training programs or other RCTC services.

PERFORMANCE RESPONSIBILITIES:

1. Assists with secretarial/clerical related operations of the RCTC. This includes, but is not limited to, the clerical needs of the RCTC Supervisor, New Choices/New Options Coordinator(s) and Business manager.
2. Assists in the development and copy of printed materials.
3. Assists with preparing, filing and maintaining records related to enrollment, student achievement, attendance and correspondence.
4. Answers phone calls, routes calls to the proper destination, takes and relays information.
5. Disseminates mail, literature and written messages to staff members.
6. Types a variety of materials, such as letters, curriculum materials, rough drafts, etc., for all parties listed in Item 1.
7. Designs, maintains and inputs source data in computer and verifies printed reports.
8. Creates and prepares school reports.
9. Troubleshoots student record computer system.
10. Greets all visitors courteously, determines their needs, and directs them to the proper person.
11. Assists customers with fingerprinting, registration or other requests as needed.
12. Provides support services for all administrative staff, with supervisor approval, as needed including but not limited to correspondence, minutes, or other related secretarial duties.
13. Monitor student cash register process including reconciliation and bank deposit and other support as needed for food services and culinary.
14. Performs other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-3, less than 24 hours per week

I have reviewed the above job description and analysis and understand the requirements of the position _____ (Initials).

Employee

Date

Created: 3/98

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: SPECIAL SERVICES SECRETARY
REPORTS TO: High School Principal
DEPARTMENT: Alternative Education
RESPONSIBILITIES TO: Director of CAEP Program
REVISION DATE: 10/2010

REQUIREMENTS: High School graduate, prior secretarial or clerical work experience, computer literate, Act 34, 114 and 151 Clearances

TALENTS: This position requires the employee to possess a service mentality, a need for mastery of their work, and the ability to impose structure in their work day. In addition, the employee must take personal accountability for their work, and promote team work while having an awareness and attentiveness to individual differences.

Job Statement: This Special Services Secretary completes secretarial duties for the alternative education program. It will be the responsibility of this secretary to schedule the tasks according to the communicated priorities.

PERFORMANCE RESPONSIBILITIES:

1. Perform office receptionist duties as they relate to prospective students, clients, home school and other agencies.
2. Order supplies as needed.
3. Schedule appointments as needed.
4. Gather information for intakes.
5. Answer all telephone calls and respond appropriately to requests for information. Transfer calls, take messages, route information to proper individuals.
6. Type correspondence, reports, proposals, and surveys as may be necessary.
7. File correspondence as requested.
8. Operate office machines in conjunction with office duties. (Computer experience necessary.)
9. Assist in stamping, counting, routing and wrapping bulk mail items as relates to offices served.
10. Maintain educational plans and required documentation of students and clients. (Confidentiality a must.)
11. Maintain tentative daily schedule of department staff.
12. Assist in collection and dissemination of surveys and follow-up projects, quarterly and year-end reports.
13. Correspond with parents and school districts as required.
14. Monitor student cash register process including reconciliation and bank deposit and other support as needed for food services and culinary.
15. Provides support services for all administrative staff, with supervisor approval, as needed, including but not limited to correspondence, minutes or other related secretarial duties.
16. Provides back up for RCTC as needed (fingerprinting, registration etc).
17. Assist with other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-2

I have reviewed the above job description and analysis and understand the requirements of the position.

_____ (Initials).

Employee

Created: 6/05

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: SPECIAL SERVICES SECRETARY
REPORTS TO: High School Principal
DEPARTMENT: Alternative Education
RESPONSIBILITIES TO: Director of CAEP Program
REVISION DATE:

REQUIREMENTS: High School graduate, prior secretarial or clerical work experience, computer literate, Act 34, 114 and 151 Clearances

TALENTS: This position requires the employee to possess a service mentality, a need for mastery of their work, and the ability to impose structure in their work day. In addition, the employee must take personal accountability for their work, and promote team work while having an awareness and attentiveness to individual differences.

Job Statement: This Special Services Secretary completes secretarial duties for the alternative education program. It will be the responsibility of this secretary to schedule the tasks according to the communicated priorities.

PERFORMANCE RESPONSIBILITIES:

1. Perform office receptionist duties as they relate to prospective students, clients, home school and other agencies.
2. Order supplies as needed.
3. Schedule appointments as needed.
4. Gather information for intakes.
5. Answer all telephone calls and respond appropriately to requests for information. Transfer calls, take messages, route information to proper individuals.
6. Type correspondence, reports, proposals, and surveys as may be necessary.
7. File correspondence as requested.
8. Operate office machines in conjunction with office duties. (Computer experience necessary.)
9. Assist in stamping, counting, routing and wrapping bulk mail items as relates to offices served.
10. Maintain educational plans and required documentation of students and clients. (Confidentiality a must.)
11. Maintain tentative daily schedule of department staff.
12. Assist in collection and dissemination of surveys and follow-up projects, quarterly and year-end reports.
13. Correspond with parents and school districts as required.
14. Monitor student cash register process including reconciliation and bank deposit and other support as needed for food services and culinary.
15. Provides support services for all administrative staff, with supervisor approval, as needed, including but not limited to correspondence, minutes or other related secretarial duties.
16. Provides back up for RCTC as needed (fingerprinting, registration etc).
17. Assist with other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-1

I have reviewed the above job description and analysis and understand the requirements of the position.

_____ (Initials).

Employee

Created: 10/10

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: SPECIAL SERVICES SECRETARY
REPORTS TO: High School Principal
DEPARTMENT: Alternative Education
RESPONSIBILITIES TO: Director of CAEP Program
REVISION DATE:

REQUIREMENTS: High School graduate, prior secretarial or clerical work experience, computer literate, Act 34, 114 and 151 Clearances

TALENTS: This position requires the employee to possess a service mentality, a need for mastery of their work, and the ability to impose structure in their work day. In addition, the employee must take personal accountability for their work, and promote team work while having an awareness and attentiveness to individual differences.

Job Statement: This Special Services Secretary completes secretarial duties for the alternative education program. It will be the responsibility of this secretary to schedule the tasks according to the communicated priorities.

PERFORMANCE RESPONSIBILITIES:

1. Perform office receptionist duties as they relate to prospective students, clients, home school and other agencies.
2. Order supplies as needed.
3. Schedule appointments as needed.
4. Gather information for intakes.
5. Answer all telephone calls and respond appropriately to requests for information. Transfer calls, take messages, route information to proper individuals.
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10. Maintain educational plans and required documentation of students and clients. (Confidentiality a must.)
11. Maintain tentative daily schedule of department staff.
12. Assist in collection and dissemination of surveys and follow-up projects, quarterly and year-end reports.
13. Correspond with parents and school districts as required.
14. Monitor student cash register process including reconciliation and bank deposit and other support as needed for food services and culinary.
15. Provides support services for all administrative staff, with supervisor approval, as needed, including but not limited to correspondence, minutes or other related secretarial duties.
16. Provides back up for RCTC as needed (fingerprinting, registration etc).
17. Assist with other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-3

I have reviewed the above job description and analysis and understand the requirements of the position.

_____ (Initials).

Employee

Created: 10/10

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: PUPIL SERVICES SECRETARY
DEPARTMENT: Student Services
REPORTS TO: Supervisor of Instructional Support-Curriculum, High School Principal
RESPONSIBILITIES TO: Supervisor of Instructional Support-Reading, Business and Industry Coordinator
REVISION DATE: 10/2010

REQUIREMENTS: Associate Degree in Business Preferred, computer literate, Act 34/114/151 Clearances

TALENTS: This employee requires the employee to possess a drive to be of service to others, a need for expertise in their area, and a need to assume personal responsibility for their work. In addition, the employee should have the ability to problem solve, work well in a team environment and an awareness of and attentiveness to individual differences.

Job Statement: Pupil Services Secretary will complete secretarial duties in the Student Services office, including Cooperative Education. It will be the responsibility of this secretary to schedule the tasks according to the communicated priority of each program.

PERFORMANCE RESPONSIBILITIES:

1. Perform office receptionist duties as related to prospective students/clients. Schedule appointments as needed and provide necessary information regarding programs available.
2. Responsible for answering switchboard for ECTS, routes calls to the proper destination, takes and relays messages.
3. Develops and copies of printed materials.
4. Answers phone calls, routes calls to the proper destination, takes and relays information, fills in for the High School Secretary during her absence.
5. Disseminates mail, literature and written messages to staff members.
6. Types a variety of materials, such as letters, curriculum materials, rough drafts, etc.
7. Designs, maintains and inputs source data in computer and verifies printed reports.
8. Creates and prepares school reports.
9. Greets all visitors courteously, determines their needs, and directs them to the proper person.
10. Assists in the preparation for OAC meetings under the direction of the Business Partnerships Coordinator.
11. Assists with enrollment and recruitment documentation as needed.
12. Prepares documents for math coordinators as needed.
13. Assists with compilation of data for PSSA, Co-op survey, graduate survey and others as needed.
14. Inputs training plans and required documentation as needed.
15. Monitor student cash register process including reconciliation and bank deposit and other support as needed for food services and culinary.
16. Provides support services for all administrative staff, with supervisor approval, as needed, including but not limited to correspondence, minutes or other related secretarial duties.
17. Provides back up for RCTC as needed (fingerprinting, registration etc).
18. Performs other duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-1

I have reviewed the above job description and analysis and understand the requirements of the position _____ (Initials).

Employee
Created 3/98

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: PUPIL SERVICES SECRETARY
DEPARTMENT: Student Services
REPORTS TO: Supervisor of Instructional Support-Curriculum, High School Principal
RESPONSIBILITIES TO: Supervisor of Instructional Support-Reading, Business and Industry Coordinator
REVISION DATE:

REQUIREMENTS: Associate Degree in Business Preferred, computer literate, Act 34/114/151 Clearances

TALENTS: This employee requires the employee to possess a drive to be of service to others, a need for expertise in their area, and a need to assume personal responsibility for their work. In addition, the employee should have the ability to problem solve, work well in a team environment and an awareness of and attentiveness to individual differences.

Job Statement: Pupil Services Secretary will complete secretarial duties in the Student Services office, including Cooperative Education. It will be the responsibility of this secretary to schedule the tasks according to the communicated priority of each program.

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1. Perform office receptionist duties as related to prospective students/clients. Schedule appointments as needed and provide necessary information regarding programs available.
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5. Disseminates mail, literature and written messages to staff members.
6. Types a variety of materials, such as letters, curriculum materials, rough drafts, etc..
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11. Assists with enrollment and recruitment documentation as needed.
12. Prepares documents for math coordinators as needed.
13. Assists with compilation of data for PSSA, Co-op survey, graduate survey and others as needed.
14. Inputs training plans and required documentation as needed.
15. Monitor student cash register process including reconciliation and bank deposit and other support as needed for food services and culinary.
16. Provides support services for all administrative staff, with supervisor approval, as needed, including but not limited to correspondence, minutes or other related secretarial duties.
17. Provides back up for RCTC as needed (fingerprinting, registration etc).
18. Performs other duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-2

I have reviewed the above job description and analysis and understand the requirements of the position _____ (Initials).

Employee
Created 10/10

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: PUPIL SERVICES SECRETARY
DEPARTMENT: Student Services
REPORTS TO: Supervisor of Instructional Support-Curriculum, High School Principal
RESPONSIBILITIES TO: Supervisor of Instructional Support-Reading, Business and Industry Coordinator
REVISION DATE:

REQUIREMENTS: Associate Degree in Business Preferred, computer literate, Act 34/114/151 Clearances

TALENTS: This employee requires the employee to possess a drive to be of service to others, a need for expertise in their area, and a need to assume personal responsibility for their work. In addition, the employee should have the ability to problem solve, work well in a team environment and an awareness of and attentiveness to individual differences.

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15. Monitor student cash register process including reconciliation and bank deposit and other support as needed for food services and culinary.
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17. Provides back up for RCTC as needed (fingerprinting, registration etc).
18. Performs other duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-3

I have reviewed the above job description and analysis and understand the requirements of the position _____ (Initials).

Employee
Created 10/10

Date