ERIE COUNTY TECHNICAL SCHOOL

Job Description

TITLE:	**PUPIL SERVICES SECRETARY- Registrar**
REPORTS TO:	Director
RESPONSIBILITIES TO:	**Business and Industry Partnerships, RCTC**
REVISION DATE:	2/2012
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:	Employee will courteously greet all visitors, determine their needs and direct them accordingly. The registrar 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 switchboard, routes calls to the proper destination, takes and relays messages.
3. Files correspondence or other records in a prescribed manner.
4. Disseminates mail, literature and written messages to staff members.
5. Types a variety of materials, such as letters, or other materials as directed.
6. Inputs source data on computer terminal.
7. Assists with preparing, filing and maintaining records related to students.
8. Input and maintain a student data base.
9. Participate on committees as needed.
10. Assist with secretarial/clerical related operations of RCTC.
11. Facilitate equipment maintenance.
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. Responsible for handling cash receipts appropriately.
14. Assists customers with fingerprinting, registration and other requests as needed.
15. Performs such other duties as assigned.

Classified Bargaining Unit: S-1

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

_____ _____

Employee Date

Created: 3/98