

**ERIE COUNTY TECHNICAL SCHOOL
Job Description**

TITLE: PUPIL SERVICES SECRETARY
DEPARTMENT: High School
REPORTS TO: Principal
RESPONSIBILITIES TO: Facilities Manager, Admissions Coordinator
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 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. Prepares receipts for incoming monies.
3. Responsible for student dissemination of student progress and information as directed.
4. Prepares reports as directed.
5. Provides back up for RCTC as needed (fingerprinting, registration etc).
6. Prepares documents as directed.
7. Answers the telephone, routes calls to the proper destination, takes and relays messages.
8. Files correspondence, invoices, data cards or other records in a prescribed manner.
9. Processes student requests.
10. Disseminates mail, literature, email, and written messages to staff members.
11. Types a variety of materials, such as letters, curriculum materials, rough drafts, board reports, etc. for the Principal, Admissions Coordinator and Facilities Manager.
12. Assists with preparing, filing and maintaining records related to enrollment, student achievement, attendance, and correspondence..
13. Assists with fingerprinting, registration and other requests as needed.
14. Provides support services for all administrative staff, with supervisor approval, as needed including but not limited to correspondence, minutes, or other related secretarial duties.
15. 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: 3/98

Date