

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: PUPIL SERVICES SECRETARY-RCTC
DEPARTMENT: RCTC
REPORTS TO: RCTC Supervisor
REVISION DATE: 2/2012

REQUIREMENTS: Associate Degree preferred, prior experience as a secretary, 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: 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. Responsible for the secretarial/clerical related operations of the RCTC. .
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. Designs, maintains and inputs source data in computer and verifies printed reports.
7. Creates and prepares school reports.
8. Troubleshoots student record computer system.
9. Greets all visitors courteously, determines their needs, and directs them to the proper person.
10. Assists customers with fingerprinting, registration or other requests as needed.
11. Provides support services for all administrative staff, with supervisor approval, as needed including but not limited to correspondence, minutes, or other related secretarial duties.
12. Responsible for handling the receipt of monies in the office appropriately.
13. Prepares documents as needed.
14. 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: 3/98