

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: PUPIL SERVICES SECRETARY
DEPARTMENT: Student Services
REPORTS TO: Supervisor of Instructional Support-Curriculum
RESPONSIBILITIES TO: Supervisor of Instructional Support-Reading,
REVISION DATE: 2/2012

REQUIREMENTS: Associate Degree preferred, prior work experience as a secretary, 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: 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. Perform office receptionist duties as related to prospective students/clients. Schedule appointments as needed and provide necessary information regarding programs available.
2. Develops and copies printed materials.
3. Answers phone calls, routes calls to the proper destination, takes and relays information,
4. Disseminates mail, literature and written messages to staff members.
5. Types a variety of materials, such as letters, curriculum materials, rough drafts, etc.
6. Designs, maintains and inputs source data in computer and verifies printed reports.
7. Creates and prepares school reports as directed.
8. Greets all visitors courteously, determines their needs, and directs them to the proper person.
9. Prepares documents for math coordinators as needed.
10. Assists with compilation of data as directed.
11. Inputs training plans and required documentation 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. Provides back up for RCTC as needed (fingerprinting, registration etc).
14. 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 3/98

Date