

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Confidential Secretary
DEPARTMENT: Administrative Services
REPORTS TO: Director/Administrative Services-Human Resources
REVISION DATE:

REQUIREMENTS: Associate degree in business or clerical sciences preferred, computer literate in Microsoft office, and prior clerical experience required, must have or be willing to get Act 34/114/151 Clearances.

TALENTS: This position will not be included in the Collective Bargaining Unit. This position requires a clear ability to maintain confidentiality in Personnel, Financial, Legal, and general department matters. The employee should 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: Responsible for all the maintenance of clerical/secretarial operations for department(s) assigned to.

PERFORMANCE RESPONSIBILITIES:

1. Confidential secretarial support to Director, and Administrative Services/Human Resources Coordinator, including, but not limited to, preparing and mailing correspondence and reports, sorting and distributing mail, meeting scheduling and preparations, calendar coordination.
2. Keeps confidential records and forms updated at the direction of assigned department heads.
3. Preparing, filing, and maintaining confidential records related to assigned department.
4. Answers departmental phone calls, routes calls to the proper destination, takes and relays information in a confidential manner.
5. Greets all visitors courteously, determines their needs, and directs them to the proper person.
6. Gather and Provide Audit information to the administrators in charge of program or financial audits when requested.
7. Order office supplies and maintain office equipment.
8. Monitor and track COBRA Coverage, employee Clearances/Certificates.
9. Generates retiree insurance participation agreements.
10. Request purchase orders as needed.
11. Assist employees in other offices when needed/ Cross train with Accounting and Administrative Assistant to maintain workflow.
12. Maintain all current and archive files relative to each Administrative position.
13. Performs other office duties as may be assigned.

NON-BARGAINING UNIT CLASSIFICATION: Part-Time

TERMS OF EMPLOYMENT: 12 months, 24 hours per week

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

Employee

Date

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Created: 10/2020