

## ERIE COUNTY TECHNICAL SCHOOL

### Job Qualifications

**TITLE:** PUPIL SERVICES SECRETARY  
**DEPARTMENT:** Student Services  
**REPORTS TO:** Supervisor of Instructional Support Services and Special Education  
**RESPONSIBILITIES TO:** Curriculum Coordinator  
**REVISION DATE:** 2/2021

**REQUIREMENTS:** Associate Degree preferred, prior work experience as a secretary, computer literate, must have or be willing to get Act 34/114/151 Clearances.

**TALENTS:** This position 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:** The 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. Types a variety of materials, such as letters, and rough drafts.
14. Assist with the NOCTI testing process.
15. Assist with Advanced Training Day.
16. Provides back up for RCTC and High School Office as needed (registration etc.).
17. Performs other duties as may be assigned.

**BARGAINING UNIT CLASSIFICATION: S-3 TERMS OF EMPLOYMENT: 12 Months**

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

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

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