MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Secretary/Clerk DATE: May 21, 2003
REVISED: August 13, 2014

REPORTS TO: Immediate Supervisor, i.e. APPROVED BY: Board of Directors

Director of Program Service Area, Principal or Program Supervisor

JOB SUMMARY: Provide secretarial/clerical support to service area assignment.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Perform receptionist/clerical duties such as answering phones, open and process/distribute mail, type, file, copy and fax.

- 2. Maintain and manage filing systems, database systems, electronic files and department records according to applicable federal and state mandates associated with assignment.
- 3. Perform department responsibilities as required according to the specific tasks associated with assignment.
- 4. Schedule and arrange meetings, set-up location, prepare announcements, handouts and forms, make catering arrangements and manage all correspondence associated with assignment.
- 5. Generate purchase orders, reconcile outstanding accounts and process invoices for department and assignment needs as required.
- 6. Type correspondence, department reports and contracts as required.
- 7. Schedule and notify parties of meeting dates for department activities.
- 8. Provide support to others on an as needed basis.
- 9. Perform other duties as assigned by the immediate supervisor.

QUALIFICATIONS:

- Two (2) years experience as a secretary required
- High school diploma or equivalent is required
- Experience in computer applications pertinent to assignment required
- Knowledge of education terminology
- Knowledge of applicable federal and state laws and regulations pertinent to assignment
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006

- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- · Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to sit eighty percent (80%) of workday
- Walking and standing are required only occasionally

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Ability to make judgments and work under a high level of stress

COGNITIVE ABILITY:

- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Must possess general office/secretarial skills
- Ability to operate office equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)