

<b>JOB TITLE:</b>	Secretary
<b>EMPLOYMENT STATUS:</b>	Full Time; Salaried; Non-Exempt
<b>PAY GRADE:</b>	Non-Association – Clerical Staff, 260-day
<b>REPORTS TO:</b>	Associate Director of Adult Education Programming

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**POSITION DESCRIPTION:** Butler Tech’s Adult Education Lesourdsville Campus houses training in areas related to Business & Industry Technology and Healthcare.

This position will provide customer service to students – prospective, current, and alumni. S/He will also contribute to the efficient operation of the office by performing clerical and secretarial functions, namely in support of programs overseen by his/her assigned supervisor.

**MINIMUM QUALIFICATIONS:** To be qualified for this position, applicants must possess:

- Minimum of high school diploma required;
- Minimum of three years of secretarial experience;
- Proficient in Microsoft Office Suite or similar software with the ability to learn new/updated systems;
- Excellent typing/keyboarding skills;
- Willingness and ability to work with students and staff as a team member;
- Pleasant, enthusiastic personality for face-to-face and telephone-based customer service;
- Service minded, congenial, and courteous demeanor;
- Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;
- Valid drivers’ license, reliable transportation, and vehicle insurance;
- History of strong work record, including good job attendance; and
- Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.

### **ESSENTIAL FUNCTIONS OF THE POSITION**

*The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position.*

An individual employed by the Butler Technology and Career Development Schools in this job is expected to perform the following essential functions and duties, however, this list is not exhaustive, and the employee is required to perform any other duties assigned.

- Arrive on time to work each regular work day;
- Be in attendance every regular work day, excluding long-term illnesses, maternity/ paternity leaves, and other unique circumstances;
- Welcome visitors with a positive, helpful attitude and assist them expediently;
- Determine visitor needs in a professional manner;
- Answer incoming telephone calls, take messages, direct to voicemail, and/or transfer calls as appropriate;

- Create and maintain a telephone presence of goodwill and desire to be of service to others;
- Report the presence of unauthorized or atypical visitors;
- Facilitate the billing and payment of student instructional, and customer service account payments to include but not limited to reconciling balances and maintaining building level computer records;
- Process all system invoices generated through the main office;
- Secure substitute coverage when needed;
- Process concerns regarding building vending machines and service calls;
- Maintain files and adequate supplies of district forms utilized by building staff;
- Process all incoming and outgoing mail, forms, etc.;
- Maintain records and files as required;
- Provide update information for bulletin boards as appropriate;
- Perform usual and customary office procedures;
- Coordinate/cooperate with others to assure the smooth operation of the office and its activities;
- Respond in a timely manner to requests for information and assistance;
- Operate and maintain office machines and equipment appropriate to the position;
- Use computers and other office machines to accurately input, retrieve and manipulate data to generate and transmit reports and correspondence;
- Follow regulations regarding the handling of money including district purchasing cards, purchase orders, purchasing cards, etc;
- Project a positive image of career technical education;
- Model non-discriminatory practices in all activities;
- Prepare and disseminate routine correspondence;
- Confer with supervisor regarding progress, concerns and recommendations;
- Maintain appropriate inventory of supplies;
- Coordinate/relay oral, written and electronic messages;
- Plan and organize own work to prioritize activities;
- Maintain high standards of ethics, honesty, and integrity in all matters;
- Meet deadlines (daily, weekly, monthly, quarterly, yearly);
- Be cognizant of work schedule and campus calendar and schedule leave accordingly;
- Maintain confidentiality in district matters;
- Continuously update and improve professional skills;
- Attend staff meetings/events, student ceremonies, and trainings as requested;
- Achieve and maintain technological proficiency with district operating systems and programs;
- Comply with all Board Policies and Administrative Guidelines;
- Comply with state and federal regulations which pertain to the position (e.g. OSHA, OCR);
- Be adaptable and flexible with changes, updates, processes, and procedures;
- Efficiently manage assigned duties and train other employees as necessary;
- Maintain and troubleshoot copier/scanner/printer/fax problems; and to relay problems to service representatives when needed;
- Prepare and disseminate bulletins, newsletters and calendars;
- Gather information needed for projects and reports; assemble and organize the information;
- Prepare tables, charts, graphs, and statistical/numerical data in the proper format;
- Complete, process, and/or submit/utilize reports and forms as the position requires;
- Perform other tasks, consistent with the position, as may be required.

### **OTHER DUTIES AND FUNCTIONS:**

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
- Help instill in students the belief in and practice of ethical principles and democratic values.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of: Board Policies and procedures; building policies and procedures; secretarial techniques and procedures; required reports; inventories; requisitions; emergency preparedness drills; current field-related software programs and applications; state reporting.

Ability to: Interpret policies, procedures and regulations; follow instructions; communicate effectively; learn industry trades terminology; maintain files and reports; collect data; operate office equipment and systems, including creating and retrieving electronic mail on a regular basis; lift moderate amounts of weight up to 50 pounds and maintain equipment.

Skill in: Basic math, English, and communications, use of computer, copier/fax/scanner/printer, telephone, public address system.

### **EQUIPMENT OPERATED:**

Computer, copier/fax/scanner/printer, telephone, public address system, fingerprint machine, etc.

### **ADDITIONAL WORKING CONDITIONS:**

Occasional: Exposure to inclement weather driving conditions; interaction with unruly students and adults; dust, hazardous chemicals, blood borne pathogens, and other contaminants; attends functions or performs duties outside normal working hours; travel to other facilities for professional duties.

Frequent: Prolonged periods of standing; moving and lifting supplies and materials up to 50 lbs.; seated computer/desk work; working under time constraints; operation of computer and related office equipment; exposure to moderate to loud noise levels. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, climbing, and significant finger dexterity all day. Regularly required to talk and hear.

Employees are required to follow all district safety rules and procedures, and participate in school safety training when requested.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

### **EVALUATION**

Staff shall be evaluated in accordance with Board Policy

Reviewed and Acknowledged by: \_\_\_\_\_ Date: \_\_\_\_\_