POSITION DESCRIPTION

TITLE: Career Center Secretary
LOCATION: Secondary
REPORTS TO: College, Career and Technical Education
DEPARTMENT: Director and Building Administrator
SECONDARY: Secondary

SUMMARY STATEMENT:
Under the general supervision of the CCTE Director and building administrator, this position is responsible for assisting the Career Center Specialist in the smooth running of the Career Center by performing a variety of clerical functions making sure that student, staff, district, and community needs are being met in a timely manner.

ESSENTIAL FUNCTIONS:
1. Work closely with the CCTE Director & Building Career Guidance Specialist in the daily administration and operation of the Career Center.
2. Communicate with a variety of persons (students, parents, staff, and patrons) and/or agencies for the purpose of providing information, ascertaining and prioritizing needs, and to furnish assistance as appropriate.
3. Monitor assigned district activities and/or program components for the purpose of ensuring compliance with financial, legal, and/or administrative requirements.
4. Process a variety of documents, mail, and materials for the purpose of disseminating information to appropriate parties. Type correspondence, reports, and forms as needed.
5. Prepare and maintain a variety of records, reports, and written materials for the purpose of conveying information and meeting state, federal, and/or district requirements.
6. Maintain a variety of student records and files (manual and computer) for the purpose of documenting and/or providing reliable information.
7. Maintain a variety of information, files, and records for the purpose of providing an up-to-date reference and audit trail for compliance.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
- Vision (66-100%)
- Hearing (66-100%)
- Speaking (66-100%)
- Bending (Up to 33%)
- Standing (33-66%)
- Sitting (33-66%)
- Writing (66-100%)
- Pushing (Up to 33%)
- Pulling (Up to 33%)
- Use of hands and/or arms for repetitive motion (33-66%)
- Lifting/Carrying Up to 50 lbs. (33-66%)
- Acceptable Attendance

MENTAL DEMANDS REQUIRED:
- Reading Documents (66-100%)
- Problem Solving (66-100%)
- Confidentiality (66-100%)
- Verbal Communication (66-100%)
- Written Communication (66-100%)
- Multiple Concurrent Tasks (66-100%)
- Constant Interruptions (66-100%)
- Math (33-66%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally
TOOLS AND EQUIPMENT NECESSARY:
PC, typewriter, telephone, 10-key calculator, fax machine, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Typing/keyboarding skills of 50 wpm with accuracy.
2. A minimum of two years of experience in a related field or equivalent training.
3. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
4. Demonstrated ability to communicate effectively, using proper grammar, spelling, and punctuation both verbally and in writing.
5. Demonstrated ability to perform general office procedures with accuracy.
6. Must be able to acquire a working understanding of account codes.
7. Demonstrated ability to perform independently.
8. Must be accurate, dependable, tactful, and confidential.
9. Problem-solving skills required.
10. Must be proficient in mathematics.
11. Demonstrated ability to perform on the computer using Windows environment and related Microsoft applications.
12. Must be self-motivated toward assigned duties, work well under pressure, and possess the ability to work with constant interruptions in a positive manner.
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ____________________________ Date: ________________

District: ____________________________ Date: ________________

Revised Date: 05/12/2015
Classification: Secretarial
Class: Class II

Building Level Secretary