

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE:

Secretary I

DEPARTMENT/PROGRAM AREA: Administration

IMMEDIATE SUPERVISOR: Administrative Assistant

I. BASIC PURPOSE AND OBJECTIVES OF POSITION: (SUMMARY STATEMENT)

Provide basic secretarial and clerical support to the Department.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

1. Education: High School Diploma or Equivalency
2. Experience: Minimum of one year secretarial / clerical experience desirable.
3. Proficient secretarial skills including typing, filing, data entry and use of office machines.
4. Effective communication skills including a pleasant telephone manner
5. Ability to work effectively with district employees, job applicants, representatives of other agencies.
6. Ability to perform routine tasks with accuracy and attention to detail.
7. Ability to organize work effectively, set priorities and deal with interruptions in a positive manner.

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. Assist with tasks around calendars, contacts and event organization.
2. Assist during seasonal peaks as needed in departments.
3. Assist with filing and document organization/preparation under the direction supervision.
4. Assist in Department Reception processes.
5. Facilitate supply orders and assist with inventory of forms and printing supplies.
6. Type and maintain correspondence as directed.
7. Appropriately handle routine telephone, mail and electronic mail contacts.
8. Other duties as assigned by supervisor.

IV. SPECIFIC SKILLS AND OTHER POSITION REQUIREMENTS:

1. Basic proficiency with Microsoft Office Software
2. Competency with Microsoft Outlook
3. Keyboarding skills 55 WPM

V. EVALUATION PROCEDURES:

The position will be evaluated using procedures outlined and defined by the San Luis Valley

The SLV-BOCES is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in its educational programs or activities which it operates.

BOCES' policies and procedures. The evaluation instrument used for this position is attached.

VI. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined annually by the San Luis Valley BOCES' Board of Directors on an annual basis. The individual employee's notice of assignment or contract will stipulate the salary, and number of contracted days (work year), applicable benefits and position assignment of the employee.

Physical Demands:

This position requires employees to perform certain physical activities essential to the job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

1. Be able to lift and safely move 50 pounds of equipment.
2. Use hands to finger, handle or feel tools, controls or objects.
3. Frequent standing, crawling, kneeling, crouching, walking and stooping.
4. Vision for close, peripheral, color, depth perception, distance and adjusted focus.
5. Flexible work schedule.

VII. Your employment with San Luis Valley BOCES is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or San Luis Valley BOCES, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of San Luis Valley BOCES shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of San Luis Valley BOCES employees. The at-will employment status of an employee of San Luis Valley BOCES may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of the Board of Directors, of San Luis Valley BOCES. By your signature below, you acknowledge your understanding that your employment with San Luis Valley BOCES is at will, and that nothing in this handbook is intended to constitute a contract of employment, express or implied.

READ AND REVIEWED BY EMPLOYEE ON: _____

Employee Signature

Supervisor Signature

Executive Director Approval

Date