

**JOB TITLE: SECRETARY (CENTRAL OFFICE)**

**RESPONSIBLE TO:** Assigned Supervisor

**FLSA Status:** Non-Exempt

**JOB GOAL:** Performs secretarial/clerical duties

**QUALIFICATIONS:**

1. High school diploma or equivalent; previous secretarial experience preferred
2. Word processing, telephone and interpersonal skills
3. Knowledge of general office procedures related to organization, filing, preparation of documents, etc.

**JOB DUTIES AND RESPONSIBILITIES:**

1. Prepares correspondence, letters, memoranda, reports, statements, and other necessary material from data, copies, or rough drafts
2. Keeps pertinent records, and prepares bulletins, letters, reports, and requisitions
3. Maintains supplies and materials for assigned area(s)
4. Maintains daily attendance records on employees in assigned area(s)
5. Receives, examines, and routes incoming mail and correspondence
6. Maintains files and other material to facilitate prompt access and replies
7. Assists bookkeeper in maintaining inventory and accounting records
8. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Months/Days set by board

**SALARY RANGE:** ACCORDING TO BOARD SALARY SCHEDULE

**EVALUATION:** According to established Board policies and administrative procedures and guidelines