

Job Title: Administrative Secretary Senior**Grade:** H**Department:** Performance Facilities**FLSA:** Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs a variety of standard clerical and administrative tasks which may include, but not limited to, responding to inquiries and requests, reviewing documents, resolving discrepancies, gathering information, entering information about events into computer systems, reconciling budget information, preparing and delivering divisional deposits, typing and filing in support of department operations.

Characteristic Duties and Responsibilities:

1. Answers phone and screens visitors; provides detailed information regarding services and explains procedures; may provide advice; refers call to appropriate person if more information is needed; takes messages; responds to the more difficult inquiries and requests; serves as informational resource to staff.
2. May create and update unit's files; may purge inactive files; may maintain unit's computerized databases.
3. May assist in budget process by maintaining spreadsheets, monitoring budget, compiling information for budget requests, and process check requests for vendors.
4. May monitor inventory and supplies; may prepare requisitions; may order supplies.
5. May draft a variety of correspondence and memos for supervisor's approval; may type and proofread manuals, books, and other material; may create forms for Department use.
6. Responds to complex inquiries and requests; serves as informational resource to staff.
7. May create contracts and rate schedules for part-time personnel; may coordinate payments; may research and resolve discrepancies.
8. May receive data and check for accuracy; may enter into computer system; may create, update, and maintain files and databases.
9. May timely and accurately prepare cash deposits and deliver to the Cashier.
10. May provide clerical support for committees, special projects, and task forces.
11. Performs other duties as assigned.

Reporting Relationships:**Direction Received:** Reports to Executive Director, Halton Theatre**Direction Given:** May direct and monitor the work of student and/or temporary workers

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Minimum Requirements:

High school diploma or GED, training beyond high school in office support skills and one year of office experience

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of standard office procedures and equipment

Experience with computer and office applications, specifically Microsoft Excel and Datatel Colleague

Good verbal and written communication skills

Strong customer service/communication skills

Working Conditions:

Typical office environment; infrequently lifting and carrying objects up to 15 lbs.; infrequently bending and twisting at the waist; very infrequently kneeling, stooping and reaching overhead; sitting at a desk or workstation approximately 60% of work time and near continuous use of a computer display and keyboard; frequently traveling between buildings on campus