



## **JOB DESCRIPTION**

### **Secretary To The Federal Programs/Grants Administrator**

#### **JOB DESCRIPTION:**

The Secretary to the Federal Programs/Grants Administrator, under the immediate direction of the Federal Programs/Grants Administrator, organizes and manages the routine work activities of the department and provides clerical services.

#### **EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- Three years of secretarial experience, preferably in a public education environment
- Dependable transportation
- Current vehicle insurance

#### **ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

#### **KNOWLEDGE / SKILLS / ABILITIES:**

- Proficient skills in typing, word processing, and file maintenance
- Effective communication and interpersonal skills
- Basic math skills
- Ability to use personal computer and software to develop spreadsheets, databases, graphics, and word processing
- Ability to meet established deadlines
- Ability to work well in a positive manner with employees and the public

#### **DUTIES AND RESPONSIBILITIES:**

1. Respects the confidentiality of the position.
2. Prepares correspondence, forms, reports, etc., for the administrator using personal computer and typewriter.
3. Compiles pertinent data as needed when preparing various state and local reports.
4. Maintains physical and computerized departmental files.
5. Performs routine bookkeeping tasks, including simple arithmetic operations.
6. Assists with the preparation of purchase orders and payment authorizations.
7. Answers incoming calls, takes reliable messages, and routes to appropriate staff.
8. Maintains a schedule of appointments and makes travel arrangements for the department.
9. Receives, sorts, and distributes mail and other documents to department staff.
10. Prepares grant applications.
11. Assists with meeting preparations.
12. Maintains "time and effort" records for position and activities.
13. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

#### **WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to concentrate on detailed work; to use interpretive skills when working with policies, procedures, data; to use reasoning skills; to understand and follow verbal and written instructions; to maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry moderate weight (between 15-44 pounds), repetitive hand motions; prolonged use of computer. Work with frequent interruptions. May be required to travel short distances.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic Office equipment

**Paraprofessional Pay Grade: 5**

**Salary Range: \$10.92 min./ \$13.65 mid./ \$16.38 max.**

**Days: 226**

**Wage/Hour Status: Nonexempt**

**Updated: September 9, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*