

**TITLE:** Secretary

**QUALIFICATIONS:**

1. High school diploma or G.E.D. equivalent
2. Able to word process a minimum of 50 wpm
3. Computer skills required including proficiency in Microsoft Office programs with emphasis on Word and Excel
4. Proficient in English grammar and spelling
5. Able to communicate effectively, both orally and in writing
6. Demonstrated aptitude or competency for assigned responsibilities
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORT TO:** Project Coordinator

**JOB GOAL:** To contribute to the efficient operation of the office so that it can play its effective part in the education process.

**PERFORMANCE RESPONSIBILITIES:**

1. Compose letters and other correspondence as required.
2. Design cards, flyers, newsletters or brochures and send out to members along with other promotional materials.
3. Files correspondence, invoices, cards, or other records in the prescribed manner, depending upon the practice of the department to which assigned.
4. Keep an up-to-date list of names, addresses and telephone numbers of committees and other members of the organization.
5. Keep careful and orderly records of the organization's work:
  - a. Record meeting minutes and send copies of the minutes and any attachments to the appropriate members.
  - b. Filing of all committee correspondence received and copies of replies sent in chronological order.
  - c. File all reports received and made.
  - d. Keep recordings (on CD) of any of the organization's publications, leaflets, newsletters and reporting activities of the organization and future progress to the press.
  - e. Compile list of addresses useful to the organization and keep records of names of appropriate officers or officers of volunteer organizations.
  - f. Keep dates of future activities and record of previous activities.
  - g. Prepare report of the organization's activities for the year.
4. Prepare reports, forms and other records from rough draft or corrected copy.

5. Perform various related office duties as assigned, operating office equipment and computers efficiently.
6. Works cooperatively with other office staff.
7. Perform all other appropriate duties as assigned.

**TERMS OF EMPLOYMENT:** The terms of employment entered here.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policies on evaluation of support services personnel.

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed and Agreed To By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Council of Community Organizations of Oktibbeha County, Inc. does not discriminate on the basis of race, sex, national origin, or disability, and is an Equal Opportunity Employer.