



## JOB DESCRIPTION

**Title:** SECRETARY I  
**Grade: 3 Step:**

**FLSA STATUS: Non-exempt**

**Job Summary:** Carries out recurring office procedures independently. Supervisor provides specific instructions on new assignments and checks completed work for accuracy.

**Supervisor:** Ministry Director

### **Duties & Responsibilities:**

1. Responds to routine telephone requests which have standard answers.
2. Refers calls and visitors as needed.
3. Controls mail and assures timely response.
4. Prepares and/or sends routine form letters.
5. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms.
6. Performs word and data processing of minutes, memos, agendas, current mailing lists and other documents for the Ministry.
7. Prepares and reviews materials for supervisor's approval for typographical accuracy and proper format.
8. Maintains recurring internal reports, such as ministry events, correspondence control, and office equipment.
9. Requisitions supplies, printing, maintenance, and other services.
10. Establishes and maintains office files.
12. Participates in staff retreats.
13. Performs other duties as assigned by the Ministry Director pertaining to the Vocations Office.

**Qualifications:**

1. Knowledge, skills and experience in personal computers and word processors.
2. Proficient typing skills at 45 wpm.
3. Basic knowledge and one year work experience of general office procedures and practices.
4. Ability to communicate effectively both orally and in writing in a professional manner.
5. Ability to work with and appropriately handle **confidential** information.
6. Ability to deal with the public in a professional, courteous and tactful manner.
7. Bilingual English / Spanish.

**Working Conditions:**

1. Works 35 hours per week, usually between 9:00 am – 5:00 pm Monday – Friday, with a one hour break for lunch from 12:00 PM -1:00 PM.
2. Schedule will vary according to the needs of the Ministry, especially when evening and weekend work is required.
3. **Overtime is not approved**, unless authorized by the Chancery Office.

**Disclaimer Clause:** The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

\_\_\_\_\_  
Employee

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Supervisor

\_\_\_\_\_  
Date