



BHRS – STS Secretary Job Profile

Job Title:	Secretary
Department:	BHRS- STS Program
Reports to:	BHRS Director
FLSA Classification:	Non-exempt
Date Modified:	September 2009
Summary:	This is a full-time, 12-month position to provide secretarial support to the BHRS-STS program.

Essential Duties and Responsibilities:

- Ability to answer telephones; direct calls to the appropriate person, take messages and provide information and assistance to callers.
- Ability to professionally greet and assist staff, students and visitors; answer questions for staff, parents/guardians, students and others.
- Ability to sort and distribute incoming mail; prepare outgoing mail.
- Ability to assist with document preparation and other office duties as directed.
- Ability to file documents in a timely manner.
- Ability to copy and collate documents for BHRS manuals.
- Ability to schedule appointments for BHRS – STS staff and maintain an updated calendar.
- Ability to verify authorization of numbers, units, and dates (CBH).
- Ability to operate a variety of office business equipment, i.e. postage machine, fax machine and copier/printer.
- Ability to coordinate new hire process with HR Director.
- Ability to contact WorkNet to secure results of new hire pre-employment tests.
- Ability to work flexible hours as needed.

Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Education and/or Experience:

- High school diploma or GED required.
- Business school, associate's degree or equivalent is a plus.
- A minimum of three (3) years related experience.
- Demonstrated proficiency in MS Word.
- Good verbal and written communication skills.
- Ability to handle and maintain confidential information.
- Ability to handle multiple priorities and deadlines.
- Ability to handle multiple tasks, projects, assignments.
- Ability to communicate with coworkers, administration, clients, vendors, and others in a courteous and professional manner.
- Ability to present in a professional manner and appearance.

Physical Demands:

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- While performing the essential duties of this job, the individual is regularly required to use hands to finger, talk and hear. The individual frequently is required to stand and walk.
- Work at a desk and computer screen for extended periods of time.
- Work in a traditional climate controlled office environment.
- Be able to occasionally lift up to ten (10) pounds.