

Southern Ohio Council of Governments

POSITION DESCRIPTION

Title: Secretary

Requirements:

The successful applicant must have a high school diploma or acceptable alternative, good professional references and be able to pass all background checks, including a urinalysis drug screening. Required skills include typing, data entry, operating office equipment, proficiency performing general clerical/secretarial, record keeping and organizing tasks and using typical business computer software. Must be able to compose reports, forms, and business correspondence, and have demonstrable capacity for basic mathematics. Good attendance and punctuality are necessary, as is the ability to communicate with students, staff, and the general public calmly and clearly.

Duties:

Duties include facilitating communication and information flow between the staff and the Director, and with other departments and schools using a variety of means including email, inner-office mail, incoming mail, phone calls, forms, etc. Recordkeeping including maintaining student files, recording staff leave use, school lunch and breakfast program accounting, logging expenditures, and entering data in internal and ODE databases. Assists with the organization and scheduling for training and meetings, school assemblies, building safety drills, substitute staff, maintenance work orders, volunteers, and visitors. Monitors and maintains the school's stationery supplies, postage machine, document destruction, master keys, entry fobs, and internal forms. Operates multi-line phone and building-wide intercom systems, serves as back up for security screening at main entrance. Attends required training and performs other duties as assigned.

Working conditions may exist that are not such as normally exist in the occupation of the public employee such as exposure to blood borne pathogens, communicable diseases, potentially infectious materials, and/or aggressive behavior. As necessary, employee shall comply with safety rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules or Orders, through the utilization of protective equipment and decontamination techniques.

Supervisor: SOCOG Supervisor and County's Director of School Programs

Work time: 40 hours per week, 8 AM-4PM, 12 months of the year, Non-exempt

Other: Drug screen and background check required upon offer of employment. A valid drivers' license and reliable, fully insured transportation are also needed.

Approved by SOCOG board: February 1, 2024