Job Title:          **SECRETARY, CTE**
Reports to:          Director of CTE
Dept./School:          Career and Technical Education/Gerardo Maldonado CTE Center
Wage/Hour Status:          Non-exempt
Date Revised:          November 18, 2019

**Primary Purpose**

Organize and manage the daily office activities of the Career and Technical Education CTE department and provide clerical services to the department administrator and other staff members.

## QUALIFICATIONS

**Education/Certification**
High school diploma or GED
Business Education courses, preferred

**Special Knowledge/Skills**
Skilled in Microsoft Office Suite (Word, Excel, Power Point, and Outlook)
Proficient typing/word processing (minimum of 35 WPM), and file maintenance skills
Effective organizational, communication, and interpersonal skills
Ability to multi-task in order to meet timelines
Knowledge of basic accounting principles

**Experience**
Three years secretarial experience, preferably in a public education environment

## MAJOR RESPONSIBILITIES AND DUTIES

**Records, Reports, and Correspondence**

1.    Prepare correspondence, forms, reports, calendar of events, for the department administrator and other staff members using personal computer and typewriter.

2.    Comply with pertinent data as needed when preparing various state and local reports.

3.    Maintain physical and computerized departmental files.

4.    Maintain student records as needed.

5.    Maintain accurate and auditable records.

6.    Meet established timelines.

7.    Maintain good organizational skills.

**Accounting**

8.    Assist the Career and Technical Education administrator in maintaining accurate accounting of all budgets assigned to the department.

9.    Set up budget files, posts and keeps current encumbrances, expenditures and balances on all budgets assigned to the department.

10. Prepare budget transfers as necessary to ensure availability of funds.

11. Prepare and process all purchase orders, travel requests and payment authorization for the department.

12. Receive or pick up money for department travel reimbursements and processes all reimbursable budget accounts. In addition, counts money, issues receipts, prepared deposits and delivers them to Deposit Clerk.

13. Monitor and process personnel time records including leave requests and reports; compile information and submits it to central office.

**Other**

14. Answer incoming calls, take reliable messages, and route to appropriate staff.

15. Maintain a schedule of appointments and makes travel arrangements for CTE department staff.

16. Receive, sort and distributes mail and other documents to department staff.

17. Perform copy work and collation for distribution to department staff.

18. Order office equipment and supplies for the department.

19. Work with new vendors and work on proper documentation to add vendors to district vendor list.

20. Promote positive community relations through effective communication and interaction.

21. Create, modify and update CTE related projects as assigned.

22. Coordinate plans with CTE Director for the annual Advisory Committee Meeting(s) and other CTE functions.

23. Perform other duties assigned by CTE Director.

**Ethics**

24. Promptly report any suspected violations of the code of ethics, such as theft, data manipulation, or any other dishonest act in the workplace.

25. Safeguard against unauthorized access to assigned computer systems and electronic data.

26. Maintain confidentiality of all data and files.

**Supervisory Responsibilities**
None

## EQUIPMENT USED

Personal computer, scanner, printer, calculator, copier, and fax machine.

<div align="center">**WORKING CONDITIONS**</div>

**Mental Demands/Physical Demands/Environmental Factors**
Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions and prolonged use of computer. May be required to work evenings and weekends in support of CTE functions.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** _____     **Date:** _____

**Approved by:** _____     **Date:** _____