

**Job Title:** Secretary Construction

**Wage/Hour Status:** Hourly

**Reports to:** Director

**Pay Grade:** 305

**Dept. /School:** Planning, Engineering & Construction

**Date Revised:** April 30, 2021

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**Primary Purpose**

Provide effective secretarial and clerical duties in support of engineering staff, including coordination and assistance as directed, on construction and maintenance projects involving the engineering discipline.

**Qualifications**

**Education/Certification**

High School Diploma/GED

Valid Certificate including courses in word processing and spreadsheets on the Apple Macintosh and personal computer

**Special Knowledge/Skills**

- Passing score on the district clerical SET test
- Ability to type accurately from clear copy at a rate of fifty(50) words per minute
- Excellent organization, communication, public relations, and interpersonal skills

**Experience**

Three (3) years of experience in clerical, word processing and spreadsheet work

Six (6) months experience as a technical project or construction secretary

**Major Responsibilities and Duties**

1. Perform routine duties involving considerable and thorough knowledge of a wide range of procedures.
2. Exercise judgment to determine the proper course of action within limits of standard practice.
3. Work independently, receiving a minimum of detailed supervision and guidance.
4. Receive telephone calls, greet personal callers, and answer routine inquiries, or refer inquiries to the appropriate person.
5. Read and route incoming mail.
6. Compose and type technical correspondence.
7. Locate and attach files or other reference information to correspondence for answering by the technical staff.
8. Schedule appointments, maintain a calendar, and arrange travel schedules and reservations for technical staff.
9. Take and transcribe tapes of minutes of meetings.
10. Coordinate specific work requiring participation of other departments.
11. Perform involved administrative projects independently.
12. Provide administrative and clerical assistance to department project managers or technical staff.
13. Perform work under general supervision.
14. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

PC Computers, Printer, Fax Machine, Copier, Typewriter, Adding Machine, and Calculator

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

**Terms of Employment**

221 days; hourly rate to be established by the Board of Trustees

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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.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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