

**JOB DESCRIPTION
CSBG SECRETARY**

Full Time: Non-Exempt

I. GENERAL DESCRIPTION

The CSBG Secretary, under the supervision of the Community Services Director, performs routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, preparing printed material, taking client applications or providing information to clients, and any other job duties assigned by the Supervisor.

II. QUALIFICATIONS

A. Education: High School diploma or GED preferred.

B. Experience: 1-2 years of secretarial experience where support experience was with the use of computers to prepare correspondence, spreadsheets, reports, etc. The use of Microsoft EXCEL, POWERPOINT, and Outlook is required.

III. PERSONAL QUALITIES

The CSBG/CEAP Secretary must be capable of communicating with the public and staff in a professional, polite, and respectful manner. S/He must be sincerely interested in the problems of the poor and willing to work with the low-income family unit. S/He must have a sincere interest in helping people, with a willingness to participate in local projects, and ability to encourage others to do so. S/He must possess professional and courteous telephone etiquette. S/He must be dependable and have a strong willingness to learn. S/He needs to be able to work on special projects from beginning to end without direct supervision. S/He must possess strong computer skills in Microsoft Suites and research capabilities. S/He must be able to operate office equipment such as fax machines, copiers, and phone systems. S/He must be supportive of Tri-County, its' programs, and objectives. S/He must be physically able to perform the job duties effectively. S/he must be able to lift between 20-25 lbs. S/he must have a valid Texas driver's license and be insurable by the agency's insurance company.

IV. SPECIFIC AREAS OF RESPONSIBILITY

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Arrange conferences, meetings, and travel reservations for office personnel.
- Complete forms in accordance with company procedures.
- Compose, type, and distribute meeting notes, routine correspondence, and reports.
- Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
- Maintain scheduling and event calendars.
- Maintain records for the programs.
- Make copies of correspondence and other printed material.
- Schedule and confirm appointments for clients, customers, or supervisors.
- Set up and maintain filing systems for records, correspondence, and other material.
- Take minutes and transcribe information.
- Coordinate conferences and meetings.
- Manage projects, and contribute to team work.
- Order and dispense supplies.
- Provide services to customers, such as account information.
- Responsible for ensuring all vendor agreements are updated.
- Maintain updated Board of Directors information.
- Responsible for job and agency ads to be placed in the newspapers.
- Should be proficient in office skills, including basic computer skills.
- Other duties as assigned.

V. SUPERVISORY DUTIES

None

VI. IMMEDIATE SUPERVISOR

Social Services Director

COPY RECEIVED BY: _____

DATE: _____