

**Stanwood-Camano School District
Human Resources
Job Description**

TITLE: Secretary I – Vocational-Technical Department

GENERAL SUMMARY

Under the supervision of the Vocational-Technical Director, maintaining an efficient, orderly, productive, and organized office environment for the enhancement of the Vocational-Technical Program.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or GED (General Education Degree); secretarial training or experience desirable; valid First Aid and CPR certificates required.

Required Knowledge, Skills and Abilities

Knowledge of general office procedures.
Knowledge of filing, and record keeping.
Knowledge and application of safety procedures related to performance responsibilities.
Skills in public relations and confidentiality.
Skills in verbal and written communication.
Skills in computers and all office equipment.
Ability to remain calm in stressful situations.
Ability to be flexible, organized and manage time effectively.

DUTIES AND RESPONSIBILITIES

- Greets and provides information to staff, students and public visiting Vocational-Technical Department.
- Serve as team building liaison between staff and director.
- Maintain agendas and minutes for meetings.
- Maintain all files: general correspondence, requisitions, purchase orders, invoices, personnel files, work permits, AUP records, travel records, budget records, phone system information, and general records.
- Word process and maintain teacher evaluations.
- From rough draft, or dictation machine, type letters and general correspondence, vouchers, requisitions, manuscripts, test materials, reports, etc.
- Receive telephone calls and route matters to the proper personnel.
- Maintain calendar and make appointments.

- Maintain records of incoming and outgoing correspondence and action documents and follow-up on work in process.
- Establish and maintain computer files and record systems.
- Follow directions and district procedures for the procurement of supplies, equipment, printing, and maintenance services for Vocational-Technical Programs, including processing on-line requisitions, tracking purchase orders, and filing receipts.
- Correspond with student award winners, maintain record of winners, coordinate photo opportunities, and order awards.
- Correspond with advisory committees, plan meetings, liaison between staff and committees, process adding committees.
- Correspond with employers, maintain all work permit records, and obtain necessary application information.
- File OSPI Reports for; Work Based Learning/Coop, U-27, M-138, P-337A, and P-337B.
- Contact colleges and businesses and arrange events for Career/College Fair.
- Maintain vocational information within student records at WSIPC.
- Assist counseling office with scheduling vocational students.
- Performs other duties as assigned.

SUPERVISOR: Vocational-Technical Director

4/25/01