

## School District Position Description

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Position Title: Secretary, AmeriCorps Program  
Department: Federal Programs  
Reports To: AmeriCorps Director  
Approved By: Butler Co. Board of Education Date: November 12, 1998

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### **SUMMARY:**

Serves as secretary to the Director of the AmeriCorps Program. Administers functions related to staff development, scheduling, evaluation, and curriculum development.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Supervises and evaluates work of AmeriCorps members
- Assists with operation of office procedures to include: answering routine telephone inquiries, taking messages, and routing calls; preparing and following up on purchase orders; maintaining accurate files, records and accounts; initiating collection of Member enrollment, financial and other data and transposing into useful form
- Conducts follow-up study of graduate Members from the program
- Performs duties and makes decisions with awareness of all applicable federal guidelines and laws
- Coordinates required or requested Member training as requested by AmeriCorps Director
- Punctual and able to work required hours

### **SUPERVISORY RESPONSIBILITIES:**

None

***QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION and/or EXPERIENCE:**

High school diploma or equivalent and three years' general office work experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

None

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:**

Ability to speak clearly and concisely both in oral and written communication is essential.

***PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee is required to interact with the public and staff, and meet deadlines with severe time constraints.

***WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate. However, short deadlines and other factors may lead to stressful environments.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*