

AKRON METROPOLITAN HOUSING AUTHORITY

Job Title: Secretary I
Reports to: Various
Department: Various
Date: June 2012
FLSA Status: Non-exempt

General Purpose:

Performs secretarial and related services for a unit or department. Composes letters, memos, and reports. Schedules meetings, sorts mail, maintains files, answers phones, and relays messages. Receives and directs persons to appropriate offices.

Essential Duties and Responsibilities:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- 10-80% Prepares documents such as minutes, flyers, newsletters and/or correspondence from various sources. Prepares and mails correspondence as necessary.
- 10-50% Receives and directs visitors. Answers phones, takes messages, and answers routine questions.
- 1-35% Prepares and maintains reports, tables, spreadsheets and charts.
- 1-20% Opens and sorts mail for the department and its staff. May respond to routine items in mail.
- 1-20% Maintains departmental records and files including employee record cards.
- 1-20% Miscellaneous
 - Schedules meetings.
 - Orders office supplies.
 - Records and types meeting minutes.
 - Prepares payroll.
 - Other duties as assigned.

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.

Job Competencies:

Knowledge of the policies, procedures and goals of the Resident Services Department; knowledge of the Authority's structure and mission; general knowledge of the U.S. Department of Housing and Urban Development's regulations and directives; strong problem solving skills; knowledge and experience in clerical support, administrative planning and coordination activities; ability to prepare meaningful reports and summaries; knowledge of grammar, spelling and punctuation; must possess proper telephone etiquette, tact, and interpersonal skills; skills in multi-tasking, organization and prioritization; ability to maintain confidentiality.

Minimum Qualifications, Education and Certifications:

High school diploma or equivalent plus one to two years clerical work experience. Experience using

word processing and spreadsheet applications.

Physical Requirements. 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:

Physical demands may include kneeling, reaching, pushing, fingering, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking, lifting up to 10 lbs. and repetitive motion using a keyboard, telephone and calculator. The visual acuity requirements include viewing a computer monitor and extensive reading.

Working Conditions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

Office environment.

Employee Understanding:

The above job description was received, read and understood by me.

Employee's signature

Date

Supervisor's signature

Date

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.