**General Statement of Job**

The Secretary performs secretarial duties in department.

**Specific Duties and Responsibilities**

**Essential Functions:**

1. Prepares routine correspondence, forms, reports, and other material using standard electronic and computer-based equipment.
2. Interacts and provides customer service with students, staff and the public in a positive manner and answers questions regarding department matters.
3. Makes travel arrangements, including transportation and accommodations, and prepares travel requests and vouchers.
4. Participates in proofreading reports, program revisions or other related documents.
5. Assists in planning meetings/activities.
6. Attends training sessions as available to increase and improve skills.
7. Conducts back-up procedures on computers.
8. Maintains files of specified and confidential materials.
9. Maintains calendars of scheduled appointments, meetings and special events.
10. Maintains time records for department staff.
11. Assists in monitoring budget for department.
13. Creates requisitions for maintenance, contract parts and/or services as needed.
14. Monitors and manages inventory and supplies, re-orders and stocks items as need.
15. Assists with preparation of workshop materials, department projects and online data.
16. Performs other duties as appropriate to department needs.

**Required Education and Experience**

1. College Certificate, a minimum of 30 college hours, or eight (8) years of relevant experience required; Associate's Degree preferred.
2. At least two (2) years of experience in a similar work environment.
## Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Ability to perform basic office skills.
3. Strong background in computers and office automation, including word-processing, spreadsheets, database and knowledge of Windows environment.
4. Demonstrated ability to interact effectively with a diverse, multi-cultural college population.
5. Demonstrated commitment to the community college philosophy of education.
6. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
7. Ability to write routine reports and correspondence.
8. Ability to speak effectively before groups of students, customers or employees of organization.
9. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
10. Ability to deal with problems involving several concrete variables in standardized situations.

## Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a national criminal background check under South Texas College policy.

## Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Picking, holding, or otherwise working, primarily with the whole hand.
7. Perceiving the nature of sounds at normal speaking levels with or without correction.
8. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
9. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
10. Ability to make rational decisions through sound logic and deductive processes.
11. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
12. Standing particularly for sustained periods of time.
13. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
14. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

15. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

16. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

HOW TO APPLY: Submit a South Texas College application, letter of intent, resume, copies of transcripts (official transcripts required if hired) and a list of five professional references with addresses and phone numbers to:

SOUTH TEXAS COLLEGE
OFFICE OF HUMAN RESOURCES
2501 W. Pecan Blvd.
McAllen, TX  78501

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, age, sex, gender, disability, genetic information, or veteran status.