South Central Conference of Seventh-day Adventist
JOB DESCRIPTION

POSITION TITLE: Departmental Secretary

FT/PT: Full-time (38.5+ per week may include some evenings and weekends)

CLASSIFICATION: Non-Exempt

REMUNERATION: 56%-76%

REPORTS TO: Department Director(s)

SUPERVISES: N/A

FUNCTION: The Departmental Secretary performs a variety of secretarial and clerical tasks under the general direction of the Department Director(s).

GENERAL RESPONSIBILITIES:

- Greets public in person and on the telephone, provides general information, answers questions and directs individuals to appropriate party as necessary.
- Performs general secretarial duties, including; typing, copying and filing correspondence, memos, letters, etcetera for Department Director(s).
- Prepare flyers and binder material for annual conferences or other events are required.
- Creates new files and enters and updates contact information as well as other data necessary for the department.
- Orders and maintains adequate inventory of office supplies for the department(s).
- Schedules and maintains daily calendar of supervisor(s); makes travel and lodging arrangements as required.
- Processes incoming mail- opening, dating, sorting and distributing, if necessary, to departments.
- Transcribes correspondence or other written material.
- Assists director(s) in preparation of various committee agendas.
- Assist director(s) in preparing reports and special projects.
- Maintains record and files and submits reports as directed.
- Attend worship on a regular basis.
- Attend monthly staff meetings.

- Attend/participate in trainings as required.
- Performs other duties as assigned or required.

MARGINAL DUTIES & RESPONSIBILITES:

- May assist in providing receptionist coverage.
- May present/lead worship.
- May assist in the sending out mail/packages.
- May assist in other departments beyond regular departments, as necessary or required.

QUALIFICATIONS:

Must be committed to Jesus Christ, the beliefs and mission of the Seventh-day Church, and a Seventh-day Adventist church member in regular standing. If transferring into South Central Conference, must transfer membership within 6 months of hire.

Education & Experience:

- Bachelors Degree in business or related field with 2+ years' related experience preferred.
- High School Diploma or equivalent with 4+ years' related experience.

Language/Writing Skills:

- Must have excellent verbal skills.
- Must have the ability to communicate effectively to diverse group(s) of people in varied settings.
- Must be able to write in a logical, clear and grammatically correct way.
- Bi-lingual Spanish speaking, reading and writing may be required.

Reasoning Ability:

- Must have the ability to read, analyze and interpret common reports and documents.
- Must be able to respond to the needs and/or request of constituents, supervisors and others in a professional and timely manner.
- Must have the ability to plan and organize in a logical manner.
- Must be able to prioritize and multi-task in an efficient manner.

Physical Demands:

- Must be able to stand and walk up to 2/3 or more of the time.
- Must be able to sit up to 2/3 of the time.
- Must be able to use hand and/or fingers up to 2/3 or more of the time.
- Must be able to lift up to 25lbs up to 1/3 of the time.
- Must be able to hear and talk 2/3 or more of the time.

- Must be able to stoop, kneel, crouch, or crawl 1/3 to 2/3 of the time.
- Must be able to reach over shoulders 1/3 to 2/3 of the time.
- Must be able to climb stairs up to 2/3 of the time.
- Must have clear vision up to 20 inches minimally.

Equipment Used:

- Must be proficient in the use of the computer and various software packages.
- Must be able to use standard telephone.
- May have to use general office equipment including; fax machine, copier, calculator, typewriter, etc.

Work Environment:

- Must be able to work in an office setting with moderate to loud noise levels.
- May be exposed to outdoor weather conditions 1/3 to 2/3 of the time.
- Must be able to travel locally and regionally.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

(Created 10/19)