

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: Full-Time	Title	TRANSPORT TRAINING OFFICE SECRETARY
Revised/Reviewed: 5/16/2019	Department	Transport Training
Level: Staff, Range 3	IPEDS	CLERICAL & SECRETARIAL
FLSA: Nonexempt	Reports to	ASSOCIATE VICE PRESIDENT of CAREER AND TECHNICAL EDUCATION/TRANSPORT TRAINING DIRECTOR

POSITION SUMMARY

Provides clerical support functions for the Transport Training Center

MAJOR FUNCTIONS

1. Crosstrain with Transport Training Administrative Assistant to assist with performing job responsibilities.
2. Type or key in a variety of documents, composing correspondence as directed and proofread work for accuracy.
3. Organize and maintain the office filing system. File correspondence and other documents as required utilizing computerized database and spreadsheet programs in addition to manual systems.
4. Answer telephone and greet visitors and students, respond to questions, ascertain nature of requests and direct accordingly, take accurate messages in a professional manner.
5. Assist in maintaining student database and records for the program, tracking and checking student driving permits, personal information, grades, and discipline records.
6. Prepare items for dissemination or publication including certificates, awards and student handbooks.
7. Organize and coordinate special events such as open houses or advisory committee meetings arranging for rooms, room setups, meals and refreshments as necessary.
8. Deliver and pick up mail and deliveries from the main campus. Pick up copies from the Print Shop.
9. Perform other related tasks as assigned and/or required.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. High School diploma/GED.
2. Two (2) years of full-time related work experience. (College degree may offset work experience).
3. Well-developed spelling, grammar, and proofreading skills.
4. Ability to scan documents to correct student file locations with 100% accuracy.
5. Knowledge of general office procedures and office filing systems.

6. Ability to perform multiple tasks and remain calm during frequent interruptions.
7. Ability to establish and maintain a positive working relationship with department instructors, students, vendors, other college employees and the public.
8. Ability to handle confidential material judiciously.

EQUIPMENT/SOFTWARE

1. Operate standard office equipment including: electric typewriters, computers, scanners, copiers, and telephones.
2. Expertise with scanning documents, word processing, spreadsheet and database software, and email.
3. Must have ability to learn and utilize multiple software programs.

POSITIONS SUPERVISED

None

WORKING CONDITIONS

1. Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
4. A neat appearance and appropriate businesslike apparel are required.
5. 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.

PHYSICAL DEMANDS

1. Generally sedentary work involving sitting most of the time but will involve mobility within the office and campus locations.
2. Input and access information-using computers.
3. Ability to concentrate on assigned tasks and pay close attention to detail.
4. May sit at a workstation for up to three (3) hours at a time.
5. Must be able to lift 30 pounds.
6. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Effective telephone communication skills, including ability to obtain and provide information verbally.
2. Ability to communicate effectively with a variety of people, including students and the public.
3. Ability to understand oral or written instructions, and to ask appropriate questions for clarification.
4. Must possess the ability to proofread and perform grammatical and spelling edits to a high level.