

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**  
**JOB DESCRIPTION**

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**POSITION:**    **SECRETARY**

**PURPOSE:**    Provides clerical support in all capacities to the office assigned

**QUALIFICATIONS:**

Education:    High School Diploma or Equivalent, and a Certificate, Diploma, or Degree preferably in Secretarial/Clerical or Computers

Experience:    Minimum of 1 year clerical experience, with computer software experience

Skills, Abilities, and Knowledge:

- a.    Typing and computer skills
- b.    Ability to perform multiple tasks simultaneously
- c.    Effective and efficient use of multi-line telephone
- d.    Excellent accuracy and organizational skills
- e.    Ability to communicate and work with public and other internal staff
- f.    Ability to exercise discretion and maintain confidentiality
- g.    Machine operation could include calculator, computer, photocopier, telephone, typewriter, fax, and laminator

**REPORTS TO:**    Supervisor of the programs corresponding to secretary's job duties

**SUPERVISES:**    None

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Efforts: Light physical effort in a predominately sitting position

Special Demands: Potential eye strain

Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Act 33 and 34 clearances required in some offices

Duties may include any or all of the following: This list is intended to be representative.

01.    Input/retrieve data utilizing computer network system/or other software (i.e. Word/Excel/Access/PowerPoint)
02.    Type reports, letters, memos, correspondence, resumes, etc. accurately using the typewriter or computer
03.    Administer assessments
04.    Conduct program orientations
05.    Create, update and maintain paper and electronic files
06.    Telephone work: Including answering incoming calls, taking accurate messages, contacting individuals for information or to schedule appointments
07.    Collect initial intake information
08.    Coordinate services with Case Manager and Instructor
09.    Attend assessment trainings and periodic refresher trainings
10.    Maintain general understanding of the organization's programs and services in order to direct questions to the most appropriate staff member
11.    Greet visitors/clients courteously
12.    Prepare and distribute reports, flyers, brochures, business cards
13.    Complete forms, time cards, and other paperwork as required
14.    Open/distribute incoming mail and post outgoing mail

15. Attend meetings, take notes and then prepare minutes and distribute
16. Records all cash or incoming funds
17. Assist in special projects or assignments as directed

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE: C**