

JOB DESCRIPTION

Position: Confidential Secretary

Division: Early Childhood Development

Employment Classification: Non-Exempt

Reports To: Director Head Start/Early Head Start

Supervises: None

Summary/Purpose: The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The confidential secretary will provide administrative support to the Head Start/Early Head Start program and policy council. The ideal candidate will be proficient in the Microsoft Office Suite, demonstrate exceptional attention to detail and organizational skills, and have the ability to handle sensitive information with discretion. This individual must be capable of working independently or collaboratively with a variety of individuals.

Qualifications & Requirements:

Education: Minimum of a High School Diploma or equivalent with a certification in Office Administration or related field.

Experience: Minimum of 2 years clerical experience.

Mental Concentration: Considerable concentration

Interruptions: Occur constantly

Physical Demands: Medium physical effort (up to 30 pounds) in predominantly sitting or standing position. Potential eye strain.

Special Demands/Requirements: Occasional overtime hours required. Reliable transportation required. Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire.

Confidential Information Used: Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health and developmental status, individual or family economic detail, environmental information, and personnel data.

Essential Job Duties: to be performed with or without reasonable accommodation

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

1. Answer the telephone, routing inquiries to appropriate staff, route in person inquiries.
2. Maintain general understanding of the programs offered at the Private Industry Council and direct questions as appropriate.
3. Compile, prepare, and process reports, correspondence, and data; including grant applications and modifications, staff absentee reports, and data entry.
4. Prepare and submit electronic reports through online reporting software.
5. Monitor, retrieve and track safe contents and on-hand petty cash to ensure accuracy and security.
6. Manage and process orders for office supplies and electronic stamping materials.
7. Distribute inter-office and USPS mail correctly in the Head Start/Early Head Start department.
8. Prepare for and coordinate staff travel and/or meetings by arranging logistics (reservations, catering), taking dictation, preparing and distributing accurate meeting minutes in a timely manner.
9. Support human resource department by scheduling interviews, collect, review and securely handle confidential candidate information, and conducting reference checks.
10. Create, update and maintain paper and electronic files which allow for accurate tracking and retrieval of

critical documents and records. (ex. correspondence, contracts, policies and procedures, financial items, employee attendance and leave records, gift cards and meeting minutes).

11. Attend all professional development trainings, meetings and events as necessary.

12. Perform other duties and assist with special projects as assigned.

Corporate Expectations:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who 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:

G: Certificate

G-1: Diploma

G-2: Associates

HOURLY WAGE:

\$17.83

\$18.64

\$19.45

HOURS PER WEEK:

40 – possible non traditional

40 – possible non traditional

40 – possible non traditional