

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Department Secretary	FLSA status:	Non-Exempt
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DEPARTMENT:	Instruction	REPORTS TO:	Director, Dean, or Vice President
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Position summary: Under direct supervision, assists the department head(s) in day-to-day operations performing a variety of general clerical duties.

Position responsibilities:

- Greets all visitors courteously, determines their needs, and directs them to the proper person and/or office.
- Receives, sorts, and posts all incoming mail. Receives all outgoing mail daily and prepares for delivery.
- Performs typing duties as required.
- Establishes procedures that implement operational and/or fiscal policies.
- Arranges, participates in, and implements, as directed, conferences and committee meetings.
- Compiles data and statistical information; develops reports and special projects as delegated by the department head.
- Assists in the preparation of budgets.
- Represents the institution at professional, civic, and governmental organizations and meetings.
- Performs various secretarial and miscellaneous job-related duties as assigned.

Minimum Position Requirements:

- 6 months to 1 year experience directly related to the duties and responsibilities specified.
- Associate's degree preferred.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Courteous, efficient telephone manner; prompt routing of calls.
- Pleasant reception of visitors.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.