

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: Receptionist/Secretary, Adult Education

REPORTS TO: Director, Adult & Community Education

JOB GOAL: To assist in the efficient operation of the Augusta Adult and Community Education office through clerical and other support activities for students and program staff.

QUALIFICATIONS:

1. Previous successful experience in an educational setting or comparable job
2. High School Diploma minimum
3. Knowledge of general office procedures and use of office machines, Microsoft (Word, Excel, Access, etc.)
4. Ability to consistently display pleasant and effective communication skills with a variety of people
5. Ability to work within time deadlines and accurate attention to details a must
6. Successful Maine fingerprinting and background check

PERFORMANCE RESPONSIBILITIES:

1. Meets and interacts with students, employees and members of the public on a routine basis
2. Responds to public inquiries by telephone, email and in person
3. Provides a variety of clerical duties to support the program's mission
4. Sells textbooks, managing all associated fees, costs and refunds
5. Establish, maintain and monitor accurate, neat and efficient electronic and manual filing systems
6. Sorts and classifies incoming mail and other information for efficient disbursement to appropriate recipients
7. Prepares letters, memoranda, reports, bulletins, handbooks, questionnaires and other materials as directed
8. Handles special requests by students and staff
9. Receives time cards

10. Maintains confidential information with complete security
11. Gathers, prepares and distributes appropriate attendance information
12. Assists with emergency drills
13. Prepares and maintains employee time cards and other attendance records as required
14. Schedules meetings and rooms
15. Performs other duties as assigned

TERMS OF EMPLOYMENT:

Non-represented position, 22-30 hours per week, Hourly rate ranges \$9.77- 15.17 based on experience.

Evaluation: Performance for this position will be evaluated annually by the Director based on the role description and on goals established on a yearly basis.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.

Approved by: _____
Superintendent of Schools

Date: _____