



# Laredo Community College

An Equal Opportunity Institution • West End Washington Street • Laredo, TX 78040-4395

## POSITION JOB DESCRIPTION

**POSITION TITLE:** ..... Secretary (USDA Grant)

**DEPARTMENT:** ..... Vice President for Resource Development

**PERSONNEL GROUP:** ..... Classified

**POSITION GRADE:** ..... 15

**POSITION STEP:** ..... 0

**EMPLOYEE NAME:** .....

**POSITION REPORTS TO:** ..... Principal Investigator/Vice President for Resource Development

**REVISION APPROVED BY:** ..... Dr. Nora R. Garza  
(Minimum approval level: Departmental Supervisor and Above)

**REVISION/APPROVAL DATE:** ... September 28, 2007

### **EDUCATIONAL REQUIREMENTS:**

High School graduate or equivalent.

### **BASIC FUNCTION AND RESPONSIBILITY:**

The Secretary reports directly to the USDA Principal Investigator (PI) and will work under the supervision of the Administrative Assistant to the Vice President for Resource Development. The Secretary is responsible for clerical duties required for the USDA Project: *Increasing Multicultural Diversity in Agricultural Education and Partnerships* and those requested by the VP for Resource Development's office.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Works directly with the Principal Investigator and Co-PI to coordinate all the required activities for the USDA project: *Increasing Multicultural Diversity in Agricultural Education and Partnerships*
2. Performs clerical duties such as typing, filing, mailing, maintaining records, and assists in preparing budgets on a full-time basis in accordance with the established policies and procedures of the grant and the college.
3. Performs receptionist duties including answering the telephone and taking messages, scheduling appointments, greeting office visitors, and providing information about the college in general and about the USDA Program in particular.
4. Maintains an effective and efficient file management system for the USDA program.
5. Maintains confidential files and records of students and staff in the USDA program
6. Assists in collecting and preparing information for documentation and reports, type and distributes accordingly as required by the nature of the task.
7. Assists in supervising the use and maintenance of all computers, duplicating and other equipment in the office.
8. Assists in supervising and training workstudy employees in the office.
9. Assists the Administrative Assistant to the Vice President for Resource Development upon request.
10. Performs other duties as assigned by the USDA Principal Investigator and Vice President for Resource Development's office.
11. Performs all duties with the utmost **confidentiality** as most activities and transactions of the office are of a sensitive and confidential nature.

**EXPERIENCE:**

Two years clerical experience. Some college coursework and/or training in secretarial procedures, office management, and record keeping.

**SKILLS, KNOWLEDGE, ABILITIES:**

The Secretary must reflect appropriate office and telephone etiquette procedures, and should be articulate in Spanish and English. In addition, this individual must have a cooperative attitude and be able to communicate effectively with students, campus visitors, and college staff. The Secretary must be able to work under pressure and meet deadlines; must be dependable and responsible and show initiative. The Secretary must be willing and able to participate in trainings for professional development and completion of project goals as requested. Secretary must possess effective clerical and office skills and knowledge of office machines which include a basic competency in the use of micro-computers, MS Word, Excel, PowerPoint, Internet, and Microsoft Outlook. Also, must be able to type a minimum of 50 words per minute with a high degree of accuracy.

**LICENSES/CERTIFICATES:** None

**PHYSICAL REQUIREMENTS:**

Walking, standing, carrying, bending and light-duty lifting up to 20 pounds occasionally for student activities in the project. Clear speech for modeling with students.

**WORKING CONDITIONS:**

Inside Work-in a well lighted and air conditioned area most of the time .

**SPECIAL CONDITIONS:**

May be required to work outside regular working hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ACKNOWLEDGEMENT:**

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Secretary  
Print Title

\_\_\_\_\_  
Employees Signature and Date

Nora R. Garza, Ph.D.  
\_\_\_\_\_  
Print Name

Principal Investigator/VP for Resource Development  
\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Supervisors Signature and Date

*Sign and return to HR for placement into employee personnel file.*