

CITY of AZTEC JOB DESCRIPTION

Job Title: Support Service Secretary
Department: Senior/Community Center
Shift: Part Time 19 hours per week
Periodically additional hours required
Pay Plan: GRD 6.3 @ 13.12/hr
Exempt: No
Reports To: Senior/Community Center Director
General Direction From: Senior/Community Center Director
Position Closes: **OPEN UNTIL FILLED**

PURPOSE & NATURE OF JOB

The main function of the Senior Center is to provide the noon meal for Senior Citizens as well as provide daily social activities for seniors, Monday through Friday. The basic purpose of the Senior Center Secretary is to provide clerical/reception support to the Senior Center Director. In the absence of the Senior/Community Center Director, this position will assume the duties of the Senior/Community Center Director.

ESSENTIAL DUTIES

This position requires general record keeping/clerical/computer skills, telephone skills, records management and the ability to maintain and complete reports. Duties include greeting and interacting with senior citizens. Responsible for monetary receipts and handling cash/checks. Responsible for accurately preparing and maintaining daily, weekly, and monthly records which are reported to the State. Responsible for delivery of daily bank deposits. Proper phone etiquette due to the heavy phone volume. Completion of assessments and data entry. Must be able to multitask and work in a fast paced high volume setting. Cross training is essential as occasionally this position requires additional duties such as cooking, dishwashing, home delivery and transport, housekeeping.

RESPONSIBILITIES

Supervision: Assumes daily supervision of employees in absence of Senior/Community Center Director
Public Contact: Some recurring routine contacts with the public or workers in other departments requiring exchange of factual information or explanation.

Budget: N/a
Other: As requested

GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.
- Must possess basic computer skills and have the ability to write reports.

Education: • High School diploma or GED equivalent.

Experience: • One to Two years experience, customer service skills

Knowledge: • The job requires the ability to become familiar with senior citizens and their needs. Working Knowledge of Excel, Microsoft Word, and Outlook

Certificates/Licenses: • CPR/First Aid

Recertification: • Every 2 years

Use of Tools and/or Equipment: • Computer, Fax, Adding Machine, Copier and Telephone, Vehicles

WORK ENVIRONMENT

Physical Demands: Effort is minimal and is exerted only for short, intermittent periods. Effort involves light lifting (30 lbs.) of objects, and working materials. May involve light pushing, pulling, reaching, bending. Requires normal hearing and visual acuity. Normally performs in seated position. Occasional standing for short durations.

Hazards: No observable hazards or threat to health or safety. Traveling in a vehicle will be a regular part of the position.

Exposures: Adequate working conditions with at least minimum environmental conditions to assure comfort.