BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Secretary

DEPARTMENT: Facilities Operations, Planning & Public Safety

FUNCTION: Perform administrative and clerical duties to support departmental activities. Organizes and maintains files and records and prepares basic written letters and reports. May assist in coordinating activities for campus projects and events.

REPORTS TO: Office Manager, Facilities Operations, Planning & Public Safety

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Answers telephone and/or inquires requiring standard answers and/or refers callers to proper person(s) based upon information requested.
2. Prepares letters, memoranda and reports from existing records and prepared materials.
3. Maintains department budget records and issues purchase requisitions for services and materials, office supplies, equipment, travel expenses, subscriptions and reimbursements.
4. Open and sort incoming mail and respond to inquiries.
5. Maintains accurate files and records.
6. Organizes and maintains divisional/departmental records/files and initiates follow-up action when required.
7. Maintains daily attendance records, vacation schedules and off campus appointment records.
8. Performs additional tasks or duties as assigned by the Office Manager – Facilities Operations, Planning & Public Safety or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has advanced proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
Planning

Education:  High School Diploma or the equivalent required; Associate’s Degree preferred

Experience:  1 Years minimum

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: __________________________  Date: ____________
Name/Title

Approved by: __________________________  Date: ____________
Name/Title

Reviewed by: __________________________  Date: ____________
Human Resources

Board Approval: _________________________  Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE