



Employment Opportunity  
Butler County Educational Service Center  
August 13, 2019

POSITION: Secretary – Butler County Head Start

DESCRIPTION: To perform receptionist and secretarial duties in support of staff activities, including computer data input, formats and reports, and provides secretarial support to program area managers and staff.

QUALIFICATIONS:

- Associate degree in Secretarial Science or Business Administration or a related area or equivalent experience.
- Proficient in the use of office equipment and computers.
- Typing - 40 WPM.
- Knowledge of computer operations/data entry procedures.
- Willingness/ability to work as a team member.
- Good organizational/communication skills.
- History of good job attendance.
- Must pass criminal background checks, be free from communicable disease and provide Medical Statement within 30 days of employment.

ESSENTIAL FUNCTIONS:

- To answer multiline telephone and assist callers as appropriate.
- To perform receptionist duties as required.
- To respond to the needs of agency clients and personnel in a professional, supportive and timely manner.
- To perform typing, filing and related secretarial duties for the Head Start Program.
- To request, receive, maintain and monitor the use of required office equipment.
- To input data and files as required to maintain information in an accurate and timely manner for service area support and documentation.
- To distribute children's files at the end of the year to appropriate schools where transitioning children will attend kindergarten.
- To maintain children's files from prior years and distribute information to other agencies with appropriate consent/release forms signed by legal guardian.
- To provide secretarial support to program managers and staff.
- Order supplies for Early Childhood Programs while following purchasing process and staying within budgeted allocations.
- To confer with supervisors regarding progress, concerns and recommendations. To maintain records and files as required.

- To set up for meetings, if needed.
- To plan and organize own work to meet priorities.
- To meet deadlines (daily, weekly, monthly, quarterly, yearly).
- To maintain confidentiality in district matters.
- To report the presence of unauthorized or atypical visitors.
- To continuously update and improve professional competence.
- To comply with state and federal regulations that pertain to the position (e.g. OSHA, OCR).
- To perform other duties consistent with the position as assigned.

#### OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in the students the belief in and practice of ethical principles and democratic values.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, building policies and procedures, public relations, and state and federal reporting, database programs.

Ability to: Interpret policies and procedures, work successfully in a culturally diverse environment; follow instructions, communicate effectively, maintain files and reports, collect data; schedule; and lift up to 30 pounds on a regular basis.

Skill in: Basic math, English and communications, computer, copier, fax, telephone system, calculator, and other customary office equipment.

#### EQUIPMENT OPERATED:

Computer, copier, fax, telephone system, calculator, other customary office equipment.

#### ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to unruly children/adults, blood, bodily fluids and tissue, electrical hazards.

#### TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non - prescribed controlled substance use in the workplace throughout his/her employment in the District.

#### EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

STARTING DATE: As soon as possible  
SALARY: \$12.18 - \$16.23 per hour based upon education and experience  
WORK YEAR: Part time – 160 days  
DEADLINE: August 19, 2019 for internal candidates; until filled for outside applicants.  
APPLY TO: Apply by clicking: [Application](#)

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The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Laura Theiss by the deadline.