

## **CASUAL SECRETARY**

**Location: New Castle, DE**

**Salary: \$17.00**

**Opening Date: October 2, 2024**

**Closing Date: Until Filled**

### **I POSITION SUMMARY**

This position is a multi-faceted, non-supervisory administrative position for the performance of a wide variety of administrative and clerical duties, the difficulty of which varies by skill level, including any reasonable request or assignment. Plans, gathers, formats, and prepares information for correspondence, reports, forms and documents. Prepares correspondence and assists as necessary in administrative functions and conducts the essential functions of the position in a professional and confidential manner. This casual position is limited to work a maximum of 28 hours per week on average, but not guaranteed to work a minimum number of hours, nor are there any guaranteed assignments.

### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Receives, distributes, time and date stamps and handles all incoming and outgoing mail in a timely, confidential, and professional manner
- Provides administrative/clerical support (e.g., filing, typing, faxing, appointments, copying)
- Answers telephone calls and takes/distributes telephone messages.
- Greets visitors, makes appointments, sets up meetings, and coordinates travel
- Provides clear, concise, and helpful information to the public, co-workers, and department enabling them to make informed decisions
- Assists with the preparation of presentations and reports as required
- Promotes a professional and courteous environment at Authority facilities
- May assist in various financial tasks and responsibilities related to budget, debit card reconciliation, and ensuring payment to vendors
- May be required to enter requisitions for purchase orders, maintain purchase orders, create and close out work orders and record associated costs
- Provide the highest level of customer service and professionalism to all internal and external customers
- Performs other duties as assigned

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Well organized with the ability to work effectively with others.
- Ability to prepare clear, concise reports and other documents in a timely manner.
- Knowledge of effective clerical and administrative practices.
- Ability to communicate effectively with the public and co-workers.
- Knowledge of effective filing, logging and tracking practices.
- Operates a variety of office equipment, including computers, copiers, fax machines, printers and calculators.
- Operates a variety of software to include MS Outlook, Word Perfect, and Excel.
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

### **IV. REQUIRED EDUCATION AND EXPERIENCE**

- High school diploma or equivalent or equivalent related experience
- Associates degree preferred
- A minimum of three (3) years of experience performing administrative functions, typing, conducting office procedures, secretarial work, and working with others in a team environment

### **V. LICENSES, REGISTRATION, AND CERTIFICATES**

- Valid driver's license

### **VI. SPECIAL REQUIREMENTS**

- Subject to a background investigation