



Job Title: Oracle Secretary

Exemption Status: Nonexempt

Reports to: Director Oracle Technology

Date Revised: July 2017

Dept. /School: Oracle Technology Group

Pay Grade: P17

Primary Purpose:

Responsibility for overall departmental management. The administrative secretary exercises independent judgment and action, including making frequent decisions based on delegated responsibilities from the assigned supervisor. Primary emphasis is placed on relieving the supervisor of administrative details by preparing a significant amount of correspondence, compiling and summarizing data into concise form, and preparing reports.

Qualifications:

Education/Certification:

- High school Diploma or equivalent
- Certified Educational Organization Professional (CEOP) certification preferred
- Skyward, MS Office, Outlook, Oracle training, and knowledge preferred

Experience:

- Minimum of two (2) years clerical experience

Special Knowledge/Skills:

- Knowledge in bookkeeping, accounting, and data processing preferred
- Knowledge of specific software programs, including Microsoft Word, Excel, Oracle ER,P and Kronos
- Experience in maintaining and prioritizing calendars
- Friendly and professional demeanor
- Proven ability to take on a variety of different tasks without becoming overwhelmed
- Ability to be flexible and adaptable in a variety of situations
- Effective organizational, communication, and interpersonal skills
- Excellent analytical and problem-solving abilities
- Ability to work in a team environment

Major Responsibilities and Duties:

1. Composes and type routine correspondence, including letters, memoranda, and email.
2. Receives and screens visitors and telephone calls, takes messages, and schedules appointments.
3. Schedules and arranges meetings and conferences for professionals and/or management staff.
4. Establishes and maintains office files and other information concerning departmental work.
5. Maintains confidentiality of documents and information received.
6. Keeps informed of office details and advises management of problems.
7. Assists in the preparation of budgets; prepares and monitors timekeeping and other personnel records.
8. Determines needs and orders office supplies, equipment, repair, and maintenance services.
9. Operates standard office equipment.
10. Perform all other duties as assigned.



Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including a personal computer and peripherals

Posture: Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or of all skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____