

Southern Illinois Christian Service Camp
P.O. Box 69 West Frankfort, IL 62896

Secretary – Job Description

DESCRIPTION

This is a Secretarial position involving responsibility for general camp records management. Employees in this position perform a variety of complex secretarial/clerical duties requiring comprehensive knowledge of the camp and program. The Secretary exercises independent judgement and action, including making frequent decisions in accordance with delegated responsibilities from the Camp Manager. Primary emphasis is placed upon relieving the Camp Manager of administrative details by preparing considerable correspondence, compiling and summarizing data into concise form and by preparation of reports. An employee in this position receives guidance from the Camp Manager and is expected to exercise considerable tact, discretion, and judgment. The employee may be required to train and supervise other clerical staff. Performance is evaluated periodically.

ESSENTIAL JOB FUNCTIONS

- Performs secretarial tasks of a confidential nature including but not limited to producing letters, reports, memorandums, etc. via the computer; makes photocopies, files, distributes mail, etc.
- Communicates in a positive and effective manner with staff, campers, co-workers, parents and/or visitors
- Answers telephone communications and record messages
- Work Sunday afternoon through Friday afternoon
- Other duties as assigned by the Camp Manager

EXAMPLES OF WORK

- Composes letters, memorandum, charts, graphs, and diagrams
- Answers telephone, take messages and answers inquiries within assigned scope of responsibility
- Schedules appointments, maintains calendar, allocates Camp Manager's time
- Schedules meetings and reserves rooms/facilities for meeting
- Distributes mail
- Prepares materials for conferences, meetings, duplicates/collates
- Maintains files and financial records
- Prepares and expedites purchase orders and direct payments, etc.
- Maintain attendance reports, leave records, trip records and logs
- Proofreads and edits
- Prepare reports
- Maintains and processes forms
- Assists with the preparation, calculation, and distribution of financial reports
- Orders, distributes, and keeps an inventory of supplies

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- Performs other duties as assigned by the Camp Manager

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

- Maintain a high level of confidentiality
- Manage an office, supervise and train other office personnel
- Communicate clearly and concisely in both written and oral form
- Perform clerical and administrative tasks quickly and accurately
- Coordinate daily activities and /or schedule
- Work independently and organize complex clerical tasks
- Ability to be flexible and adaptable in a variety of situations
- Excellent copy editing and proofreading skills
- Remain calm under trying circumstances and work with frequent interruptions
- Maintain various organizational systems needed at the camp
- Maintain efficient office procedures and system for keeping track of requested actions and reports
- Type from rough draft and keyboard at an efficient rate of speed
- Meet strict timelines and perform multiple tasks
- Work harmoniously with individuals and groups of people and staff
- Maintain financial records and make basic math computations quickly and accurately
- Skill and knowledge in the operation, use and care of office equipment
- Knowledge and proficiency in the use of technology (i.e. computers, word processing, database, spreadsheet programs and power point)
- Accomplish work responsibilities with minimum supervision
- Knowledge and ability of record keeping methods, keyboarding and preparation of correspondence
- Knowledge of the functions of the various aspects of the camp

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE

Preferred High school graduate or equivalent and two years of clerical/secretarial experience

REQUIRED CERTIFICATES

No certificates required. Successfully passing a back ground check is required. If desired by the Camp, successfully pass a drug screening.