

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Department Secretary	<b>FLSA status:</b>	Non-Exempt
-------------------	----------------------	---------------------	------------

<b>DEPARTMENT:</b>	Instruction	<b>REPORTS TO:</b>	Director, Dean, or Vice President
--------------------	-------------	--------------------	-----------------------------------

**Position summary:** Under direct supervision, assists the department head(s) in day-to-day operations performing a variety of general clerical duties.

**Position responsibilities:**

- Greets all visitors courteously, determines their needs, and directs them to the proper person and/or office.
- Receives, sorts, and posts all incoming mail. Receives all outgoing mail daily and prepares for delivery.
- Performs typing duties as required.
- Establishes procedures that implement operational and/or fiscal policies.
- Arranges, participates in, and implements, as directed, conferences and committee meetings.
- Compiles data and statistical information; develops reports and special projects as delegated by the department head.
- Assists in the preparation of budgets.
- Represents the institution at professional, civic, and governmental organizations and meetings.
- Performs various secretarial and miscellaneous job-related duties as assigned.

**Minimum Position Requirements:**

- 6 months to 1 year experience directly related to the duties and responsibilities specified.
- Associate's degree preferred.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- Courteous, efficient telephone manner; prompt routing of calls.
- Pleasant reception of visitors.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.