

FAMILY & COMMUNITY SERVICES, INC.
JOB DESCRIPTION

POSITION TITLE: Secretary

DEPARTMENT/PROGRAM: MASCO, Inc.

REPORTS TO: Building Administrator

SCHEDULE: 40 hour week, flexible and variable, normally M-F, 8AM-4PM

ESSENTIAL RESPONSIBILITIES:

1. Provide initial contact with general public, office visitors, administrative staff, etc., screen calls and visitors according to office procedure. Handle communication systems, such as paging, intercom, and use of wireless communication devices.
2. Train and direct program secretary substitutes in office procedures according to established practices.
3. Relieve immediate supervisor of routine administrative duties such as gather statistics and other general information; do research, prepare reports; respond to questions and requests in areas not requiring the personal attention of the supervisor.
4. Provide clerical support to staff, such as word processing, data entry, and other routine clerical tasks (i.e., faxing, scanning, copying, filing, answering phones, processing mail, and handling purchase orders for the department). Handle community outing requests and arrangements. Take care of petty cash requests including required record-keeping according to MASCO, Inc. procedures.
5. Process correspondence, reports, memos, payroll, letters or other materials of a technical and confidential nature related to all operations of MASCO, Inc. as assigned. Act as first line liaison; answering questions and requests in areas not requiring personal attention of supervisor.
6. Responsible for organization of filing systems, record keeping methods and office use forms. Will file payroll, production and Medicaid related records, ISPs and revisions, waiver related documents, Major Unusual Incident reports, etc. as assigned.
7. Assist Production Manager to ensure a smooth flow of the production process.
8. Building secretaries keep track of employee attendance records for individuals assigned to work from that building.
9. Make recommendations regarding improvements in communication and procedures in office practices that increase efficiency, improve public relations and increase services.
10. Demonstrate regular and predictable attendance.
11. Attend meetings and training sessions, including state and local meetings as assigned.
12. Adhere to all ORC, OAC, and MASCO, Inc. policies and procedures.
13. Perform other duties and responsibilities as assigned.

WORK ENVIRONMENT:

1. May be exposed to infectious disease.
2. May work with individuals that require behavior supports.
3. May be exposed to chemicals commonly found in an office environment (i.e., toner, correction fluid, etc.).

QUALIFICATIONS AND SKILLS:

1. Possess the ability to work accurately and independently relying on limited experiences and judgment to plan and accomplish goals, and varied required tasks.
2. Must be able to lift and/or move storage files and other objects of 35 pounds.
3. Effective interpersonal relationship skills.

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4. Ability to operate basic office equipment.
5. Possess basic math skills.
6. Possess excellent verbal and written communication skills.
7. Possess computer skills with various word processing, and database management/spreadsheet creation.
8. BCI background clearance.
9. Any other training as required by the Ohio DODD or MASCO, Inc. policy.

MINIMUM EDUCATIONAL/LICENSURE REQUIREMENTS:

Minimum of a high school diploma or GED required.

MINIMUM EXPERIENCE REQUIREMENTS:

1. Possess high school diploma or GED equivalency.
2. Clerical experience preferred.

PHYSICAL REQUIREMENTS:

- Sitting: 6 hours per 8 hour work shift.
Alternates frequently to walking and standing.
- Standing: 1 hours per 8 hour work shift.
Alternates frequently to walking and occasionally to sitting.
- Walking: 1 hours per 8 hour work shift.
Alternates frequently to standing and occasionally to sitting.

LIFTING:

<u>Weight</u>	<u>Frequency</u>	<u>Objects</u>
1-10 lbs.	Frequently	Equipment/charts/materials
11-20 lbs.	Frequently	Equipment/charts/materials
21-35 lbs.	Occasionally	Equipment/charts/materials
36-50 lbs.	Occasionally	Equipment/charts/materials
51-75 lbs.	Rarely	Equipment/charts/materials

CARRYING:

<u>Weight</u>	<u>Frequency</u>	<u>Objects</u>
1-10 lbs.	Frequently	Equipment/charts/materials
11-20 lbs.	Frequently	Equipment/charts/materials
21-35 lbs.	Frequently	Equipment/charts/materials
36-50 lbs.	Occasionally	Equipment/charts/materials
51-75 lbs.	Rarely	Equipment/charts/materials

Pushing:	Occasionally	Equipment
Bending:	Frequently	Equipment/materials
Squatting:	Occasionally	Equipment/materials
Kneeling:	Rarely	Equipment/materials
Crawling:	Rarely	Equipment/materials
Climbing:	Rarely	Equipment/materials
Reaching:	Frequently	Equipment/materials
Grasping:	Frequently	Equipment/materials
Fine Manipulation:	Frequently	Equipment/materials

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Frequency Scale: Never = 0% Occasionally = 11-33% Continuously = 67+%
Rarely = 1-10% Frequently = 34-66%

I have read this position description and to the best of my knowledge, I believe that I can perform these duties and state that I meet the requirements for this position.

Employee Name (please print)

Date

Employee Signature

Revised Date: 02/12/2018