

## **SECRETARY, PLANT OPERATIONS**

### **GENERAL STATEMENT:**

Provide secretarial support to the Director of Plant Operations.

### **REPORTS TO:**

Director of Plant Operations

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED; Associate degree preferred.

#### **LICENSE OR**

#### **CERTIFICATION:**

None

#### **EXPERIENCE:**

Three (3) years recent office experience.

#### **OTHER:**

Computer/word processing and typing skills; Good organizational and telephone skills; Ability to operate all office equipment; Good public relations skills.

### **DUTIES AND RESPONSIBILITIES:**

- Perform receptionist duties such as greeting visitors and answering the telephone.
- Type correspondence, memos, reports and purchase orders.
- Establish and maintain a filing system for department records.
- Fax, copy and collate material.
- Open, sort, and deliver mail to different areas on campus.
- Responsible for entering work orders in computer.
- Responsible for distributing work orders to appropriate personnel in Directors absence.
- Responsible for maintaining maintenance time sheets each month.
- Responsible for maintaining inventory for the department and getting supplies ready each day to be delivered.
- Responsible for placing orders for maintenance department.
- Must be able to use a 2-way Radio.
- Other duties as assigned by the Director of Plant Operations or other appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- Must be able to lift and carry 25 lbs.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved:      04/15/09      Revised:*

JD425