

Second Presbyterian Church **Job Description**

Job Title: Secretary
Department: Second Presbyterian Church, Staunton, VA.
Reports To: Pastor
FLSA Status: Hourly
Prepared By: P. Snyder, Personnel Committee
Prepared Date: 2/23/02; Rev. 2/03; 8/04
Approved By:
Approved Date:

Summary: Provide secretarial and administrative services and support to the pastor, other staff, Session and various committees by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- * Reads and routes incoming mail daily, referring correspondence to the appropriate staff person or committee for their consideration and action. Locates and attaches appropriate file to correspondence to be answered.
- * Composes and types routine correspondence.
- * Organizes and maintains file system, and files correspondence and other records.
- * Answers and screens telephone calls.
- * Greets visitors and vendors and conducts to appropriate committee or person.
- * Coordinates and arranges meetings, reserves facilities, maintains church calendar
- * Makes copies of correspondence or other printed materials.
- * Prepares outgoing mail and correspondence, including e-mail.
- * Orders and maintains supplies, and arranges for equipment maintenance.
- * Writes checks for approved expenses and reconciles bank statements.
- * Maintain a neat, orderly and professional atmosphere in the church office.
- * Maintain the membership information database, including, but not limited to:
 - recording all membership changes from Session minutes
 - updating the database with all changes to information received
 - publishing an accurate list of members, to be attached to the copy of the Annual Reports to the Congregation kept on file in the Church Office.

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Business Acumen - Understands business implications of decisions.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves church resources.

Ethics - Treats people with respect; Keeps commitments; Works with integrity and ethically.

Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.

Attendance/Punctuality - Is consistently at work and on time; Ensures church office is open during posted hours; Ensures work responsibilities are covered when absent.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Asks for and offers help when needed.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

One year certificate from college or technical school; or minimum of 12 months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to church members, vendors and other church employees.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have strong computer knowledge, including knowledge of Database software; Internet software; Spreadsheet software, Word Processing software and ability to learn the accounting software.

Other Skills and Abilities

Prefer bookkeeping experience, or education in basic bookkeeping applications.

Other Qualifications

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.