

## HONOLULU COMMUNITY ACTION PROGRAM, INC.

### POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>: SECRETARY</b>
<b>PROGRAM</b>	<b>: HEAD START</b>
<b>SALARY RANGE</b>	<b>: 5</b>
<b>FLSA STATUS</b>	<b>: Non-exempt</b>
<b>REPORT TO</b>	<b>: Program Manager</b>
<b>SUPERVISES</b>	<b>: None</b>

### **INTRODUCTION**

The Secretary works under the supervision of the Head Start Manager and performs clerical services for the unit.

### **CORE COMPETENCIES**

1. Communications - Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds. Must have the ability to read and write English at a high school level.
2. Teamwork – Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success in getting groups to learn to work together.
3. Problem Solving – Has the ability to systematically identify and define a problem, determines the cause of the problem, identify, and prioritize and select alternatives for a solution, and implement a “best fit” solution
4. Build Collaborative Relationships/Teamwork – Develops and maintains win/win relationships and partnerships. The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
5. Decision Making/Problem Solving/Analytical Ability – Able to make difficult and appropriate decisions in a timely manner.
6. Self Development – Has the ability to demonstrate self-initiative and motivation for continuous learning, personal development and personal growth.

**ESSENTIAL POSITION & RESPONSIBILITIES** includes the following. Other duties may be assigned:

1. Types into finished form letters, reports, and other documents from varied copy or rough draft requiring arrangement and organization.
2. Assembles information from various sources and types such information onto a variety of printed forms such as requisitions, statistical data, questionnaires, and other forms.

3. Keeps records and prepares reports of totals or summaries by established grouping, sorts and files reports, correspondence, leave applications, accident reports.
4. Composes letters to routine correspondence and opens, sorts, and distributes incoming mail.
5. Maintains daily logs for employees and processes requisitions/check requests for purchases/payments.
6. Operates various standard office machines and a personal computer using word processing/database management programs.

**MINIMUM 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION**

High school diploma or equivalent.

**EXPERIENCE**

One (1) year of clerical experience.

**PHYSICAL DEMANDS/WORKING CONDITIONS**

	Never/ Rarely	At Times	Often/ Constant
Work Locations : in doors			<b>X</b>
Work Locations : outdoors	<b>X</b>		
Work Locations : sitting		<b>X</b>	
Walking/standing		<b>X</b>	
Bending/crouching/reaching, etc		<b>X</b>	
Lifting/carrying - light (up to 10 lbs)		<b>X</b>	
- medium (11 to 20 lbs)	<b>X</b>		
- heavy (over 20 lbs)	<b>X</b>		
Contact with hazardous materials	<b>X</b>		
Dust, smoke, odors, noise, etc	<b>X</b>		
Travel - inter-island	<b>X</b>		
Travel - long distance (mainland, international)	<b>X</b>		
Use standard office equipment (including PC keyboard)			<b>X</b>

### **REQUIRED SKILLS, KNOWLEDGE & ABILITIES**

Knowledge of office practices and procedures.

Good spelling, grammar, punctuation, etc.

Type 45 NWPM

Knowledge of the purpose and use of standard office machines and equipment.

Must be able to communicate and work effectively with people of diverse social, economic, and racial backgrounds.

Knowledge of the multi-ethnic cultures common to Oahu

Knowledge of mathematics

Able to operate personal computer using word processing/database management programs.

### **DESIRED SKILLS, KNOWLEDGE & ABILITIES**

Knowledge of the characteristics of low income areas on Oahu and of community resources throughout Oahu.

Bilingual/bicultural skills, preferably in Filipino, Samoan, Chinese, Korean, or Vietnamese.

### **BENEFITS**

- Company paid life insurance and health insurance.
- Paid time off including vacation, sick leave and paid holidays.
- Retirement benefits.
- Leaves of Absence both paid and unpaid.