

2.300 COMMITTEES OF COUNCIL: PERSONNEL

2.309 Administrative Secretary

A. Person Description. Qualifications:

1. Bright, perceptive mind and a willingness to learn;
2. Adaptable, with the ability to relate to people with a variety of interests and opinions, and to be responsible with confidentialities;
3. Skill and desire to act as a responsible member of a team;
4. Friendly and cooperative disposition;
5. Ability to exercise good judgment and discretion;
6. Ability to handle or execute, with accuracy, multiple concerns and tasks at the same time;
7. Ability to communicate cordially with the public in person and on the telephone;
8. Ability to manage and organize one's own time;
9. Punctual in maintaining office hours and willing to work overtime when certain work assignments require completion;
10. Neat in dress and personal care;
11. Loyal to the organization;
12. A person who is a Christian, or committed to the moral principles of the Christian faith, and a lifestyle that is governed by those principles.

B. Position Description

1. Title: Administrative Secretary for the Presbytery of Northern Waters
2. Purpose: To provide the Executive Presbyter with both general and specific assistance in the execution of his/her responsibilities in the administration of Presbytery; to provide secretarial and administrative services to the Stated Clerk; and to assist Presbytery Committees.
3. Accountability: The Administrative Secretary is supervised by and accountable to the Executive Presbyter.
4. Responsibilities

- a. Maintain personnel files and general office files with the exception of Presbytery Staff files, which are kept by the Executive Presbyter.
- b. Coordinate arrangements for meeting details of the committee meetings upon request;
- c. Be responsible for the typing, filing, dictation, mimeographing, copying and mailing related to the work of the Executive Presbyter; the Stated Clerk; the Presbytery; and its committees;
- d. Provide secretarial help to Presbytery's Treasurer as requested for monthly computer report and the annual budget;
- e. Prepare in conjunction with the Presbytery Staff all mailings, agendas, correspondence and supporting/working papers;
- f. Receive, edit for form, process and mail minutes of Presbytery Council and Presbytery under the supervision of and in cooperation with the Stated Clerk;
- g. Keep calendar for Presbytery staff and committees;
- h. Arrange for conference calls;
- i. Process expense vouchers;
- j. Answer all incoming calls, direct calls to the appropriate office, take messages (including reviewing answering machine messages) as necessary and respond to general questions as appropriate;
- k. Greet all visitors and callers to the Presbytery office;
- l. Sort incoming mail and ready outgoing mail, including depositing same at the local post office at the end of the day;
- m. Maintain current Presbytery Directory and Presbytery mailing labels;
- n. Maintain and circulate audiovisual resources;
- o. Maintain Presbytery office records pertaining to office equipment and supplies, order office supplies, and administrate repairs and maintenance of equipment;
- p. Carry out daily maintenance of the office machines and computers;
- q. Maintain office budget and expense records; communicate with the Executive Presbyter as to actual or projected problems in regard to the office budget;
- r. Maintain a file on current Presbytery budget printout;
- s. Occasionally author correspondence, memos, or reports for staff;
- t. Prepare and/or duplicate all documents and reports for mailings and meetings;
- u. Respond to needs and requests of elected officers and committee/council members;
- v. Meet regularly with staff person(s);
- w. Serve in other appropriate capacities as directed by the Executive Presbyter;
- x. Assume other duties as assigned.

5. Skills

- a. Training or experience in office practices and equipment operation;
- b. Excellent grammar and spelling abilities;
- c. Efficient typist;

- d. Computer/word processing experience required; Microsoft Office, e-mail and web page modification experience required.
 - e. Clear, pleasant speaking voice;
 - f. Excellent command of the English language.
6. Time Expectations: This is a full-time position based on an average of at least 40 hours per week.
 7. Remuneration: This is a salaried position. Remuneration shall be determined by the Personnel Committee after consultation with the Finance and Budget Committee and with the approval of Presbytery Council and the Presbytery.
 8. Performance Review: An annual review is held with the Executive Presbyter and the Personnel Committee of the Presbytery Council.
 9. Term: The person is to be hired for an indefinite term.
 10. Termination: The Administrative Secretary may be terminated upon Thirty (30) days written notice to (or by) the Personnel Committee.