



JOB POSTING

POSTING DATES: January 14, 2010 thru January 22, 2010
DIVISION: **VISTAS NUEVAS HEAD START**
POSITION TITLE: **Secretary**
DIRECTLY RESPONSIBLE TO: Assistant Director

GENERAL STATEMENT OF DUTIES:

To perform moderately complex clerical and other office work; and to perform related work as required.

QUALIFICATIONS:

- Education equivalent to graduation from an accredited high school, with courses in typing and commercial subjects or other combination of education, and practical experience to warrant equivalent recognition.
- Stenographic and general office experience.
- Accuracy in composing routine letters.
- Knowledge of grammar, punctuation, and spelling.
- Knowledge of office work, terms, and machines.
- Ability to accurately type 50 words per minute, mental alertness.
- Clerical aptitude, neatness in personal appearance and work.
- Familiarity with Word and Excel.
- Must pass licensing requirements including criminal clearance, FIA clearance and drug screen.

NOTE: Equivalent combinations of education and experience that could provide the required knowledge, skills and abilities, will be evaluated on an individual basis.

CONTINUOUS QUALITY IMPROVEMENT AND ETHICAL CONDUCT:

All personnel of Matrix must adhere to the NASW Code of Ethics and incorporate Continuous Quality Improvement efforts into their everyday performance.

RELATED KNOWLEDGE, SKILLS AND ABILITIES:

- Able to read and write in Standard English.
- Good organizational and time management skills.
- Good oral and written communication skills.
- Able to complete clear and accurate reports.
- Must maintain confidentiality of all discussions and records.
- Must be resourceful, patient, and sensitive to the needs of children, families, and staff.
- Must be culturally sensitive to work in a diverse community.
- Must be computer literate.
- Must be physically and mentally capable of performing the duties of the classification.
- Must have transportation, insurance, and valid driver's license in order to attend meetings, trainings and other events.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Ability to record and transcribe dictation.
- Filing and/or sorting correspondence pertaining to program activities.
- Typing from copy; letters, memos, contracts, forms, financial and other reports and related materials.
- Composing and typing routine correspondence.
- Setting up and maintaining correspondence.
- Acting as receptionist.
- Taking messages and answering general information inquires.
- Copying, collating and distributing materials.
- Maintaining mailing lists.
- Logging in and distributing mail.
- Typing minutes of committee meetings.
- Attending meeting for the purpose of recording and transcribing the proceedings when necessary.
- Must work to recruit children for the program.
- Must be involved in ongoing professional development.
- Must participate in all program activities including community events.

EQUAL OPPORTUNITY EMPLOYER

Please send resume to:

Matrix Human Services, Human Resources Department
120 Parsons St., Detroit, MI 48201
(313) 831-1000 (313) 831-9139 (FAX)
Email: dnewing@matrixhs.org