

Secretary

Principle Function:

Perform assigned office work in the ministry of supporting or relieving staff of administrative and clerical duties.

Regular Duties:

1. Prepare correspondence, newsletters and other church communications using computer equipment as required.
2. Perform general office work; maintain office supplies and various files; keep records and compile these into appropriate scheduled reports.
3. Review, open and distribute mail. Answer routine letters appropriately.
4. Gather, edit and prepare the church bulletin to allow timely delivery to the printer.
5. As requested, assist in the orientation and training of other paid and volunteer office workers.
6. Act as required during supervisor's absence in making decisions or taking any necessary action not requiring supervisory approval.
7. Always act tactfully, courteously and diplomatically answer the telephone and receive visitors. Keep calendar of appointments.
8. Notify committee members of meeting dates.
9. Order literature, office supplies and materials.
10. Perform other duties as assigned by supervisor.