

# ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89<sup>th</sup> Avenue NE | Suite 345 | Blaine, MN 55434  
Phone: 763-783-4747 | Fax: 763-783-4700  
Website: [www.accap.org](http://www.accap.org)



## JOB DESCRIPTION

**Position Title: Department Secretary IV**

**FLSA: Non-Exempt**

**Class Title: Secretary**

**Range: 2**

**Reports to: Administrative Services Coordinator**

### Position Requirements:

**Education and Experience:** High school diploma or equivalent; post-secondary course work in office operations; three (3) months to two (2) years clerical and computer experience; equivalent combination of education and experience; or demonstrated capability to perform the job duties.

**Licenses Required:** None.

**Certifications Required:** Certification (or willingness to obtain) in: First Aid and CPR.

**Background Investigation Required:** BI through MN Department of Human Services.

**Knowledge:** Knowledge of generally accepted business English usage and general office procedures and practices. Capability to accurately type a minimum of 45 w.p.m. and ability to operate a wide variety of office equipment.

**Abilities:** Communicate orally and in writing to diverse groups of people; prioritize work; work with confidential matters; handle full range of secretarial duties.

**Skills:** Good communication, record-keeping and writing skills; detail-orientated individual.

### Duties and Responsibilities:

Performs complex secretarial and clerical work for the Director and Coordinators using computer word processing/data entry programs. Serves as a source of information for staff, families, and the community. Provides front desk receptionist duties. Attends meetings; takes notes and prepares minutes and summaries. Performs filing and record keeping. Receives, distributes and dispatches mail. Provides assistance at meetings. Arranges interviews and coordinates schedules. Operates a variety of office equipment. Maintains sufficient stock and takes inventory of supplies. Substitutes in centers when needed, dependable attendance, and must be flexible with daily work schedule. Performs other related duties as assigned.

### Essential Job Functions:

Normal office procedures, able to lift and carry 30 pounds safely, sitting in a chair or standing for extended periods of time, repetitive upper body movement including twisting, turning, and utilizing arms, hands, and fingers on phone system, keyboarding, and sorting mail, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees throughout building.

Posting Date: January 9, 2019

Starting Salary: \$10.80 - \$11.88 DOQ

Closing Date: Until Filled

Supervisor: J. DeMars

Status: Permanent/FT

Benefits: Medical, Dental, Vision, Life, Disability, HSA, Vacation, Sick, Holiday, 403B, Section 125

Location: Coon Rapids, MN

To receive an employment application, go to [www.accap.org](http://www.accap.org).