

Please Note: If you are applying for more than one position, please submit a separate, complete application



Posting Date: August 25, 2020

Position: Executive Secretary

Minimum Qualifications:

1. Associate degree **required** (May substitute 5 years of full-time related work experience for one year of education up to a maximum of four years education equivalency.) For example, ten years of related work experience will be equated for an associate degree. For clarification, please contact Human Resources.)
2. Three (3) years of full-time related work experience **required**.
3. License: Valid Alabama driver's license **required**. Must be insurable by the College's insurance carrier.

Job Functions: Coordinate and supervise the office activities of the Operations and Maintenance Department. The employee will:

1. Serve as secretary and administrative assistant to the Director of Maintenance.
2. Order and maintain office supplies and equipment.
3. Coordinate and schedule work orders, telephone and e-mail requests, key requests, and requests for handicapped accommodations.
4. Compile data and prepare reports as needed.
5. Assist with budget preparation.
6. Maintain HVAC energy management system on all buildings daily. Schedule HVAC for special events and coordinate with other departments.
7. Maintain blanket purchase orders, track expenditures, maintain balances, reconcile billing with accounts payable, and forward documentation on all purchases.
8. Prepare and transmit purchase orders, check request, bid requests, special reports, and accident forms.
9. Match and research all associated documentation related to processing bills for payment.
10. Review and route incoming correspondence and other information to appropriate departments; prepare and review for accuracy and maintain files; answer telephone and refer messages to proper persons using telephone or two-way radio.
11. Assist in planning and coordinating special events on campus, including commencement; review and distribute facilities usage forms; work with other college departments as needed to obtain all necessary information required to perform services.
12. Receive and assist in general requests for service on behalf of other departments.
13. Maintain key control system for college; maintain records of keys issued and return.
14. Assist O & M staff in the preparation of routine paperwork.
15. Research special topics for Director, the Housekeeping supervisor, and staff regarding staff development.
16. Log and balance petty cash receipts.
17. Coordinate and schedule campus wide shredding of documents.
18. Assist staff in other departments as requested.
19. Perform other related duties incidental to the work described herein.

Salary: \$40,973.00 to \$55,830.00 based on ACCS Board of Trustees Salary Schedule E2/03 and experience.

Application Deadline: 4:30 p.m., September 16, 2020

Application Procedure: A complete application packet consists of:

1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date, and from an accredited institution**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. **Remember that the work experience verification completion is your responsibility.** Please visit <http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)

"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"

Materials may be submitted to:

Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-7899
Fax: (205) 856-7720

This Employer Participates in E-Verify

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. ***Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check***

EQUAL OPPORTUNITY EMPLOYER