



## Secretary

Long Beach Job Corps Center  
1903 Santa Fe Ave.  
Long Beach, CA 90810-4050  
<https://longbeach.jobcorps.gov/>

Reports to the Education & Training Director. Performs clerical tasks associated with the education & training department for students enrolled in the Job Corps Program. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

### Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Types reports, memorandums and other material from copy or rough draft.
- Proofreads and corrects grammatical, punctuation and spelling errors
- Answers departmental telephones and takes messages. Routes phone calls to appropriate person.
- Opens, screens and routes mail according to content.
- Sorts, alphabetizes and files materials.
- Operates office machines and duplication equipment.
- May send and retrieve messages via email.
- Orders office supplies and equipment.
- Attends in-service training sessions.
- Performs center reception duties as needed.
- Establishes and maintains confidential files and records
- Collects, maintains and distributes departmental staff mail daily
- Clearly communicates and consistently models appropriate employability skills including personal responsibility and computer fluency.
- Maintains accountability of staff, students, and property, adheres to safety practices in all areas of responsibility
- Cultivates and maintains a climate on center that is free of harassment, intimidation and disrespect to provide a safe place for staff and students to work and learn.
- Performs other duties as assigned.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

### Education and Experience Requirements:

- High School graduate or equivalent.
- One-year experience in a complex administrative capacity.

**Additional Requirements:** Ability to proficiently operate a personal computer. Knowledge of word processing software applications. Good organizational skills. Working knowledge of office procedures. Excellent communication skills, both oral and written. Aptitude for mathematical computation. Ability to proofread, correct punctuation, grammatical and spelling errors. Sound telephone techniques. Position requires an ability to operate office equipment. In addition, individual must be able to interact with team members and maintain an effective working relationship with all facility staff and departments.

**Working Conditions:** This position involves frequent sitting, Occasionally, position involves standing and walking. Applicant must be able to see, hear, and speak.

**Environmental Demands:** Position requires ability to spend 15% of work time outside and 85% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in high temperature settings during the summer months; and ability to work in low temperature settings in winter months.