

Position: Office Secretary
Immediate Supervisor: City of Natchitoches Early Childhood Coordinator

Job Overview: Assist family members with completing:

- Time and attendance (TOTS) system,
- Child Care Assistance Applications (CCAP),
- Child Care Civil Background Check Finger Imaging (CCCBC), and
- LA B to 3 scholarship.

Verify and approve LA B to 3 registration documents. Participate in ongoing TOTS, CCAP, CCCBC and B-3 trainings. Keep all information related to client and case files confidential as required by La. R.S. 46:56. Assist the Natchitoches Parish Early Childhood Lead Agency and the immediate supervisor.

Qualifications:

- High School Diploma or equivalent
- Experience as a secretary or equivalent work: demonstrate knowledge of basic office procedures and current technology; typing/keyboarding/proficient in Microsoft Office; and other secretarial skills.

Essential Duties and Responsibilities:

- Work cooperatively with colleagues, supervisors, and administrators.
- Demonstrate ethical behavior and confidentiality.
- Maintain behavior appropriate to performing and accomplishing assigned duties.
- Project over-all concern for personal appearance as it relates to job performance.
- Adhere to the guidelines regarding all Louisiana Early Childhood policies and procedures.
- Maintain documentation, organize, and disseminate information to the appropriate people.
- Assist with completing reports required by the Louisiana Department of Early Childhood Education. This includes: gathering information, typing reports, getting appropriate signatures, and mailing by the deadline.
- Greet visitors and staff with positive attitude and respond to their needs.
- Answer the phone, transfer calls, and take messages.
- Assist with TOTS, CCAP, CCCBC, and LA B to 3 scholarship.
- Assist with Early Childhood related tasks directed by the Natchitoches Parish Early Childhood Lead Agency
- Perform other tasks deemed necessary and appropriate by the immediate supervisor

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. Must be able to work under stressful conditions.

Terms of Employment:

12 month position