

**GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
JOB ANNOUNCEMENT**

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Administrative Secretary I

LOCATION: St. Croix District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.sttj@vide.vi

Deadline for applying: April 8, 2018

Salary: \$20,318.00

Union: American Federation of Teachers (AFT)

DESCRIPTION

Under general supervision, performs highly secretarial and limited administrative or office work. An individual in this class, uses some latitude interpreting, explaining, and applying routine policy, procedures and regulations and makes independent work decisions within a definite scope requiring knowledge of departmental policies. Work is reviewed through conferences and reports.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Takes and transcribes dictation and types varied complex and difficult materials;
- Interprets and explains policies, rules and regulations to office personnel employees in other offices and other persons contacting the office;
- Plans, assigns and supervises the work of a small number of clerical workers engaged in typing, filing, stenography, account clerk work and other clerical duties;
- Prepares non-technical reports on the operation of the unit for signature of supervisor;
- Assists persons appearing at the office, directing them to other appropriate offices or otherwise assisting them to perform their business;

- Supervises the preparation of pay documents and personnel transactions from affecting employees and officers of the agency;
- Receives and distributes incoming mail; prepares and signs routine correspondence;
- Schedules supervisor's appointments and travel arrangements;
- Makes or supervises the making of supplies and equipment inventories;
- Performs other related work as required.

KNOWLEDGE, SKILL AND ABILITIES

- Knowledge of the policies, rules, regulations and procedures affecting operation of the agency;
- Ability to interpret, explain and apply general and routine policy, rules, regulations and procedures;
- Considerable knowledge of Microsoft Office (Word, Excel and Access)
- Must be flexible, proactive, highly motivated, resourceful, professional and efficient;
- Ability to develop and maintain effective working relationships with members of the Department's staff and other external entities and bodies;
- Ability to maintain a high level of confidentiality;
- Ability to remain calm under trying circumstances and work with frequent interruptions;
- Ability to sit and stand for extended periods at one given time;
- Ability to exercise sound, independent judgment in carrying out functions of the position.

EDUCATION AND EXPERIENCE

- Completion of the twelfth grade or equivalent and a minimum of two (2) years of clerical experience.

“No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age.”

Send your complete application package to careers.sttj@vide.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.

******DUE TO A HIGH VOLUME OF APPLICANTS, THE DEPARTMENT WILL NOTIFY ONLY THOSE WHO ARE SELECTED FOR THE NEXT STEP IN THE RECRUITMENT PROCESS. ******

Travel, transportation and relocation expenses are not authorized for this position. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the sole responsibility of the selected candidate.
