

**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 II

LOCATION: St. Thomas/St. John District

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

Deadline for applying: March 14, 2019

Starting Salary: \$27,040.00 **GRADE:** EC-15

Union: American Federation of Teachers- Support Staff

DESCRIPTION

Under general supervision, performs light technical administrative work. Work is of limited complexity and duties are usually specialized in nature. Work is performed in accordance with established policies, but the use of good judgment is required in the application and interpretation of rules and regulations. Work is performed under the direction of the supervisor or designee and is reviewed through conferences and reports.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Takes and transcribes dictation and types varied documents and materials;
- Answers telephone, screens callers, relays messages and greet visitors;
- Interprets and explains rules, regulations, and policies to office personnel, employees in other offices, and to other persons contacting the office;
- Assembles and disseminates information as instructed by the supervisor;
- Provides staff support and other administrative functions;
- Assists with the preparation of budget estimates of funds where necessary, suggesting needs for additional equipment and supplies including the preparation of appropriate justification if need;
- Maintains files and records, supplies, and materials as required by the head or designee of the division;
- Informs department or division personnel of policy changes and ensures proper implementation;
- Schedules appointments, travel arrangements, and maintain supervisor's calendar;
- Schedule meetings and reserve rooms for meetings;
- Manages, track and take inventory, and order supplies and equipment;
- Prepares both technical and non-technical reports on the operation of the unit for the signature of the supervisor;

- Prepare and submit reports as directed;
- Performs other duties as required and assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the policies, rules, regulations and procedures affecting the operation of the agency and division;
- Proficiency in Microsoft Office Word, Excel and Outlook;
- Excellent skills in communicating clearly and effectively;
- 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;

EDUCATION AND EXPERIENCE

Completion of the twelfth school grade or equivalent and a minimum of two (2) years clerical experience **or** two (2) years' experience as an Administrative Secretary I.

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."

Interested persons should apply by visiting our website at <http://jobs.vide.vi> and select the appropriate application for submission procedures. 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.
