Sample Job Description\*

**SECRETARY/ADMINISTRATIVE ASSISTANT**

*Principal Function*: Perform general office work, under the supervision of the business administrator, in relieving supervisor of minor executive and clerical duties.

**Responsibilities**

1. Prepare documents; type sermons; use word-processing equipment as required.
2. Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports.
3. Review, open, and distribute mail; prepare routine answers without direction for approval and signature; answer routine letters in absence of the supervisor.
4. Act as required during supervisors absence in making decisions or taking any necessary action not requiring supervisory approval.
5. Exercise tact, courtesy, and diplomacy in receiving callers, in person or on the telephone; keep calendar of appointments.
6. Notify committee members of meeting dates.
7. Edit and prepare bulletin copy.
8. Order literature and office supplies.
9. Assist in training new office workers.

10. Perform other duties as assigned by the business administrator.

*\*Church Administration Handbook, Third Edition, Revised and Updated; Bruce P. Powers, Editor; Chapter 5, Personnel Administration, William G. Caldwell; B&H Academic, Nashville, TN, 2008.*