

SAMPLE JOB DESCRIPTION

Employer: XYZ Church

1. Job Title: Secretary
2. Education and Experience Required: High school diploma or GED. Two years related experience or post high school education. Computer skills with ability to type 40 to 50 wpm.
3. Work hours: 8:00 AM to 4:30 PM, Monday-Friday.
4. General Description of Job:
 - Opens, routes, and sorts incoming mail.
 - Answers telephone professionally and courteously, take messages or routes calls, and provides information to callers.
 - Composes and distributes meeting notes, correspondence, and reports.
 - Files.
 - Types correspondence, monthly newsletter, and reports.
 - Makes copies of printed materials.
 - Maintains calendar and coordinates conferences and meetings.
 - Orders and arranges for delivery of office supplies.
 - Maintains timesheets and attendance records for all church employees and provides to accountant twice a month.
5. Office Equipment and Other Special Equipment Used In Job: Photocopier, calculator, computer, printer, 12-line telephone system, and fax machine.
6. Vehicles or Moving Equipment Driven as Part of Job: N/A.
7. Amount of Each Day Spent: **Standing** 10 % **Walking** 30 % **Sitting** 60 % **Total** 100%
8. Employee Works: **Inside** 100 % **Outside** 0 %

9. Physical Activity Required To Perform Job: The information should be provided to physician performing fit-for-duty and/or pre-employment physical.

Please Rate: F= Frequently O= Occasionally S= Seldom

While performing job, employee required to	How Often
Twist	O
Stoop/Bend	F
Squat	S
Kneel	S
Crawl	S
Climb Ladders	S
Climb Stairs	O
Walk on uneven ground	F

Physical Activity Required	Total Hours Performed Daily					
	Never	Less than 1	1-2	3-4	5-6	7-8
Lifting under 10 pounds			X			
Lifting 10-25 pounds		X				
Lifting 25-50 pounds	X					
Lifting over 50 pounds	X					
Carrying under 10 pounds			X			
Carrying 10-25 pounds			X			
Carrying 25-50 pounds	X					
Carrying over 50 pounds	X					
Pushing/Pulling under 10 pounds	X					
Pushing/Pulling 10-25 pounds	X					
Pushing/Pulling 25-50 pounds	X					
Pushing/Pulling over 50 pounds	X					
Reaching above shoulder height	X					
Reaching at shoulder height		X				
Reaching below shoulder height		X				
Talking					X	
Hearing						X
Vision						X

10. Working Environment: Church offices are air-conditioned with carpeted floors. Adjustable workstation with ergonomic keyboard is provided.

11. Possible Job Modifications:

- Another employee could be assigned to stock office supplies to reduce lifting.
- Purchase of voice-activated software for typing.
- Secretary can vary activity throughout day to avoid prolonged keyboarding.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date