

Rio Grande Electric Cooperative, Inc.

ADMINISTRATIVE SECRETARY

Job Specifications

Job Knowledge, Training and Experience: High School Graduate or equivalent. At least one year's experience as a secretary or in a similar position. This experience should include the preparation of correspondence and reports, filing and related activities. Must be able to acquire within a reasonable time span a knowledge of the fundamentals of a cooperative utility. Must be or become certified in first aid and cardiopulmonary resuscitation.

Abilities and Skills: Must be able to carry out a variety of activities which requires a high degree of accuracy and attention to detail. Position requires ongoing contact with staff and employees under various circumstances which requires tact and diplomacy. Must be able to utilize computer terminals, personal computers and related office equipment. Must be familiar with word processing and spreadsheet software and must be able to learn new computer software programs as they come into use at the Cooperative. Must possess oral and written communications skills in the English language. Must be able to maintain confidential information. Should be able to grasp new ideas and concepts quickly. Must possess a valid Texas Driver's License and be insurable with the Cooperative's insurance carrier.

Working Conditions: Office environment. Non-exempt position. Overtime may be required. To ensure all employees are provided with drug free and alcohol free working conditions, pre-employment, post accident, reasonable cause and random drug and alcohol tests are conducted on all employees.

Is there anything that would keep you from meeting the job requirements as outlined above?

Yes No

Signature and Date