

## SECRETARY – 246 DAYS

<b>Reports to:</b>	<b>Building Principal/Supervisor of Department/Program</b>
<b>Classification:</b>	<b>Classified</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Terms of Employment:</b>	<b>246 days, which shall include 7 paid holidays according to Board Policy</b>
<b>Evaluation:</b>	<b>Performance in this position will be evaluated regularly by the supervisor and conducted in accordance with Board Policy</b>
<b>Compensation:</b>	<b>Reviewed and established annually by the Board of Education</b>

### **JOB SUMMARY:**

This responsible position requires performance of a variety of complex secretarial and clerical work in a school district location.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Additional duties may be assigned.*

- Maintains confidentiality, unquestionable integrity.
- Provides secretarial, bookkeeping and administrative support.
- May be responsible for the scheduling of professional trips and/or in-services.
- Ability to produce reports or process purchase orders using the district Pentamation System.
- Can produce accurate work with frequent interruptions.
- Serves in a liaison capacity between the building/program and the public.
- Schedules, facilitates/coordinates and makes necessary arrangements for activities and/or meetings.
- Establishes and maintains effective relationships with students, staff and community.
- Maintains inventory of supplies and equipment.
- Deals extensively with staff and community.
- Keeps administrator (s) informed of all aspects of building/program requirements.
- Ensures that effective office procedures are established and maintained.
- Prepares accurate written communications including letters, newsletters, and notices.
- Prepares various reports and communication for building, as directed.
- Complies with State Law and District Department policies and regulations.
- Accurately prepares district, state and federal reports from raw data, which includes generating charts and graphs on the computer, as necessary.
- Greets visitors, answers phones, responds to inquiries, and accurately routes messages.

### **SUPERVISORY RESPONSIBILITIES:**

Not Applicable.

### **QUALIFICATIONS AND REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE:**

- High school graduate (GED)
- Experience in working effectively with administrators and other staff personnel.
- Experience with the operation of computers and software.

### **COMMUNICATION SKILLS:**

- Ability to write accurate reports, business correspondence consistent with the duties of this position.

- Ability to effectively present information and respond to questions from administrators, staff and the general public.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure consistent with the duties of this position.
- Ability to calculate figures and amounts such as discounts, interest, commissions, percentages consistent with the duties of this position.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

- Must have strong communication, computer and interpersonal skills.
- Must have ability to learn and utilize new software programs as systems are upgraded, including but not limited to the development and maintenance of database files , spreadsheets, and word documents.
- Excellent keyboarding skills required with good grammatical spelling and punctuation.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with staff and the school community.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties in full compliance with district requirements and Board policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to loud depending on the assignment of the position. The employee continuously is interacting with the public and staff.

**The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

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Revised: SY 2004-2005