

SECRETARY**OVERALL JOB PURPOSE STATEMENT**

The job of Secretary is done for the purpose of providing secretarial and clerical assistance in support to assigned school and/or District office; providing accurate and timely reporting and dissemination of information to appropriate parties; taking appropriate action or directing issues to appropriate staff for resolution; ensuring compliance with financial, legal and/or administrative requirements or legal guidelines; ensuring accurate and comprehensive information base for preparing reports and making program decisions; and completing program related transactions. This position may provide some coordination and oversight of the work of other office workers.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: Positions in the secretarial/clerical series provide clerical and progressively more responsible secretarial and administrative support to a supervisor, school or district administrator, in the collection, compiling, processing and reporting of program data and in the day-to-day organization and implementation of program functions and activities. The class of Secretary is responsible for providing secretarial support to an assigned supervisor and performing a variety of responsible and technical secretarial work in support of a District and/or school department or program. This class differs from the Administrative Secretary which performs a variety of clerical and secretarial duties to coordinate office and other activities in relieving the assigned administrator (e.g. an assistant principal of a senior high school or a district wide program director) of a variety of administrative duties.

ESSENTIAL FUNCTIONS

- Supports assigned administrative personnel (e.g. department/program administrators, counselors, department chairs, etc) for the purpose of providing assistance with their administrative functions and reducing administrative detail for the assigned supervisor.
- Compiles/coordinates/prepares data and written materials from various sources (e.g. brochures, newsletters, mail, student information, absence tracking, enrollment reports, school income reports, textbook information, utility bills, vacations, substitutes, safety training, transcripts, events, etc.) for the purpose of assuring accurate and timely reporting to and/or dissemination to appropriate parties.
- Composes/edits/prepares documents, independently or from oral instructions, (e.g. correspondence, agendas, minutes, bulletins, reports, policy statements, forms, calendars, etc.) for the purpose of communicating information to school and/or district personnel, students, parents, the public, etc.
- Receives telephone calls and visitors for the purpose of providing general and technical program information and directing inquiries to the appropriate personnel.
- Evaluates situations (e.g. staff, students, parents, media representatives, the public, etc.) for the purpose of taking appropriate action for resolution.

- Monitors assigned activities and/or program components (e.g. student and/or staff records, budget expenditures, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- Establishes/maintains program files and records of assigned area (e.g. student registration, grade slip for concurrent students, transcripts, attendance records, financial records, cum folders, student grades, report cards, master schedules, textbook inventories, construction files, blueprints, MSDS files, accident reports, etc.) for the purpose of ensuring accurate and comprehensive information base for preparing reports and making program decisions.
- Processes documents and materials (e.g. student data, transcripts, registration schedules, agendas, mail, work orders, contractual work, etc.) for the purpose of completing program-related transactions and/or disseminating information to appropriate parties.
- Oversees student workers and/or volunteers as may be assigned for the purpose of providing work instruction and/or monitoring of activities.
- Reconciles cash and budget accounts (e.g. utility bills, contractual agreements, etc.) for the purpose of maintaining accurate balances and complying with accounting principles and district record keeping procedures.
- Coordinates various activities (e.g. events, meetings, etc.) for the purpose of ensuring that department/program objectives are achieved.

OTHER FUNCTIONS

- Attends meetings for the purpose of receiving/conveying information and/or assisting in facilitating information.
- Performs other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**KNOWLEDGE, SKILLS AND ABILITIES**

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and understand complex multiple step instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; accounting and bookkeeping principles.

SKILLS are required to perform multiple non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records.

ABILITY is required to schedule a number of activities; often gather, collate and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of

circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a diversity of individuals; work with data of different types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; maintaining confidentiality and working with discretion; communicating with diverse groups; working with constant interruptions; type at 50 words net per minute from clear copy; and working with detailed information/data.

RESPONSIBILITY

Responsibilities include: working under standardized instructions and/or routines; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; reaching, handling, fingering and/or feeling. Generally the job requires 65% sitting, 25% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment and in a clean atmosphere.

EDUCATION

High School Diploma or equivalent.

EXPERIENCE

One year of general clerical experience involving record keeping and public contact.

REQUIRED TESTING

None Specified

CERTIFICATES

None Specified

CONTINUING EDUCATION/TRAINING

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance; TB Clearance