

SECRETARY I

REPORTS TO: Superintendent/Principal

ESSENTIAL FUNCTIONS:

Performs a wide variety of clerical and secretarial work, including typing, proofreading, filing, and checking and recording information.

Serves as receptionist and gives information or directs visitors to proper office.

Answers inquiries concerning standardized policies, procedures, and regulations.

Receives, sorts, and distributes mail and office correspondence.

Screens incoming correspondence routed to supervisor.

Arranges correspondence for supervisor's personal reply in order of priority, with appropriate background material attached for reference.

Types routine memoranda and correspondence from general instructions.

Types reports, records, and other materials.

Takes and transcribes dictation for letters, memos, and reports.

Attends meetings and conferences as requested.

Sorts, indexes, and files materials alphabetically, numerically, and by other predetermined categories.

Compiles information and prepares reports.

May prepare material for Board agenda.

Dictates, collates, and assembles materials for distribution.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

One year responsible office experience; high school diploma or equivalent supplemented by or including courses in typing and office practices; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Correct English usage, spelling, grammar, punctuation, and composition.

Knowledge of numerical, alphabetical, and subject-matter filing systems.

Modern office methods, procedures, and equipment, including receptionist, telephone techniques, and word processing.

Basic functions and clerical operations of a school district.

Perform a variety of clerical and secretarial work with accuracy and speed.

Proficiently operate standard office equipment, including computer terminal.

Post information, check records, file, and alphabetize rapidly and accurately.

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Maintain records and prepare accurate reports.

Compose correspondence in response to routine inquiries.

Understand and carry out oral and written directions.

Communicate effectively both orally and in writing.

Maintain cooperative working relationships with those contacted in the course of work.

Type at a net corrected speed of 55 words per minute.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment and student matters.

Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

Computer, calculator, copier, telephone/voice mail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

History

Approved on: June 9, 2010

Revised on: