

# *Magnolia School District*

## **SECRETARY, EDUCATIONAL SERVICES**

### **DEFINITION**

Under the supervision of the Assistant Superintendent of Educational Services, performs a wide variety of clerical, technical, and financial office functions; assists in the development and maintenance of a variety of files, records, and in the preparation of reports; provides information and assistance on sensitive and confidential matters; performs related work as necessary or required.

### **EXAMPLES OF DUTIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

- Assists with the following duties: word processes from oral direction, rough drafts, copy or notes, a variety of material, including records, reports, memos, etc.;
- Posts information to records;
- Reconciles budget and financial statements;
- Operates calculator and copier;
- Maintains a variety of records and files;
- Performs data entry and recording of information;
- Types and distributes notices;
- Completes reports and surveys as requested;
- Receives, sorts, and files mail;
- Answers telephone;
- Relieves on switchboard as required;
- Sends and records job related information;
- Processes oral and written inquiries received;
- Arranges appointments;
- Prepares forms;
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Modern office methods, procedures and techniques, including filing systems, receptionist techniques, letter/report writing, and correct English usage, grammar, spelling, vocabulary, and punctuation;
- Interpersonal skills using tact, patience, and courtesy;
- Operational procedures, policies, rules, and regulations specific to the assignment;
- Current District office technology and software.

#### **Ability to:**

- Learn office operations, procedures, and equipment;
- Word processes from clear copy at the rate of 40 words per minute;
- Operate adding, calculating, copying, collating machines;
- Use current District office technology and software;
- Relate to public;
- Compose and edit correspondence;
- Maintain security of sensitive, confidential, and privileged information;

- Perform responsible student learning and clerical duties related to special education/student learning;
- Prioritize and schedule work;
- Establish and maintain effective, respectful and cooperative working relations with school staff, fellow employees, supervisors and the public;
- Take on new responsibilities and adapt to changing situations.

**Experience:**

- Two years increasingly responsibly clerical work, preferably in special education/student learning or related areas.

**Education:**

- High school diploma or equivalent;
- Post-secondary Education – Preferred;
- Pass a rigorous District test related to the field applied.

**DESIRABLE QUALIFICATIONS**

- Proficiency with current District technology and software;
- Knowledge of District Policy;
- Knowledge of curricular procedures;
- Familiarity with skilled accounting tasks.

**WORKING ENVIRONMENT**

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee’s primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

**PHYSICAL AND MENTAL REQUIREMENTS**

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting some of the time, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.
- Work under deadlines with constant interruptions and interact with District staff, vendors, and the general public.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 35  
 Created/Revised: 2/13/02; 6/1/09; 6/19/14; 7/6/16, 02/2018  
 Board Approved: 04/2017, 03/2018

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*EQUAL OPPORTUNITY EMPLOYER*

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