



NEW: Submitted:
08/07/2019 08/06/2019

JOB TITLE:	SECRETARY I SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8674
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for performing any assigned secretarial and clerical duties that are needed for the efficient operation of the school.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Performs secretarial duties for the Principal and other administrative staff and organizes and coordinates functions and duties of other clerks and bookkeepers
- Receives messages and communicates via the telephone with parents, general public, and school system personnel
- Serves as a receptionist for Principal
- Assumes responsibility for establishing and maintaining appropriate records and files; prepares and submits reports to the system-wide service offices, and other offices and agencies as necessary
- Implements approved office policies and procedures under the direction of the Principal
- Ensures that the school register is available and kept up-to-date
- Assists in maintaining school cost center budgets as related to ordering, receiving and distribution of office materials and supplies
- Prepares correspondence, reports, forms and materials for duplication and distribution
- Operates office machines and equipment necessary for the efficient operation of the school office
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Three (3) years of successful clerical experience
- Word processing/transcription skills
- Effective communication skills

DESIRABLE QUALIFICATIONS

Thorough knowledge of business English, spelling, punctuation, and skills in dealing with numbers and statistical data

Working knowledge of the organization and administration of the school system
Ability to use resourcefulness and tact in meeting and assisting persons who make inquiries about district policies and procedures
Transcription/speedwriting skills
Experience in a diverse workplace