

**TITLE**                      **Secretary – School Level**

**QUALIFICATIONS**

1. Not less than a high school diploma or general equivalency diploma;
2. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed;
3. More than basic computer and clerical skills;
4. Good interpersonal and communication skills – must be able to multi-tasks and must be able to complete tasks in a timely manner in spite of almost constant interruptions; and
5. Meets health and physical requirements.

**JOB GOAL**

To provide administrative and secretarial support to school administrators for the efficient operation of the school; to perform various routine clerical assignments in a professional manner; to receive and channel incoming calls; to provide assistance to students, parents, and staff in a courteous manner; and to perform other tasks as directed by the school principal

**ESSENTIAL FUNCTIONS**

1. Compose or transcribe correspondence, bulletins, and memorandum from rough drafts;
2. Prepare communications using various types of office equipment;
3. Disburse funds, record financial transactions, and audit and balance student organization and other school fund accounts;
4. Maintain an inventory of office and school supplies;
5. Maintain such student records as shall be required;
6. Assist teachers in preparing instructional materials as requested;
7. Receive and route all incoming calls;
8. Greet visitors and maintain a log of visitors to the school;
9. Assume responsibility for knowing and following all safety rules and proper procedures;
10. Schedule meetings, set appointments and maintain calendars; and
11. Perform other related duties as requested.

**PHYSICAL DEMANDS**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

## VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

## TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

## CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
5. Motor Coordination: Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed.
6. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.
7. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
8. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

## WORK CONDITIONS

Normal school office environment.

Will not always have privacy or a quiet place to work.

**NON-EXEMPT** from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.