

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

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|---------------------|-------------------------------------|
| <b>Job Title:</b>   | <b>District Secretary</b>           |
| <b>Pay Table:</b>   | Support                             |
| <b>Pay Grade:</b>   | 7                                   |
| <b>FLSA Status:</b> | Non-Exempt                          |
| <b>Job Code:</b>    | 561                                 |
| <b>Reports to:</b>  | Department head or other supervisor |

### **JOB SUMMARY**

Under the supervision of department head or other supervisor, the District Secretary provides secretarial, clerical, and possibly receptionist services to a smaller department or assists in providing such services to a larger department. Duties typically include answering telephone and making telephone calls; providing information concerning department or program; word processing/typing; maintaining records and files; monitoring budgets; preparing reports; scheduling appointments; and assisting with the coordination of events or activities sponsored by the department.

### **ESSENTIAL JOB FUNCTIONS**

- Answers the telephone and makes telephone calls. Greets visitors. Screens to determine assistance required and appropriate source of information. Schedules caller appointments if required.
- Provides information from files and records or knowledge of departmental programs and policies. Makes routine operating decisions within established guidelines. Resolves problems relating to area of knowledge and responsibility.
- Schedules conferences and meetings upon request of supervisor. Makes appointments within specified hours or after consulting with supervisor. Contacts personnel to attend. Takes notes at meetings concerning decisions and discussions. Types minutes and submits to supervisor for approval. Prepares and sends out meeting agendas and distributes minutes.
- May sit on or work with various committees and boards (i.e. Student Board, Fee Committee).
- Receives and routes mail to schools or district office personnel. Sends and receives E-Mail messages. May assign suspense dates and follow up to ensure deadlines are met. Composes routine correspondence at direction of supervisor or from file or record data (requests for information, follow-up correspondence, transmittals, etc.).
- Takes shorthand dictation or uses notes or voice recordings. Transcribes into correspondence, studies, reports, records, etc. Processes/types documents from notes or rough drafts. Determines word processing/typing formats or arrangements for studies and reports.

- Enters and processes data in computer programs (i.e. master course listing, budgets, project scheduling, personnel actions, maintenance requests, LRE files, safety care paperwork, move-in files, warning letters).
- Assists with preparation and distribution of school changes, school calendar, departmental brochures, newsletters, schedules, instructional materials, etc.
- Assists supervisor in locating and compiling data. Compiles routine reports such as workload, activity, minority, schedules, money spent, etc.
- Maintains numeric and/or alphabetic files and records.
- Prepares and reconciles payroll.
- Processes personnel action forms. Arranges applicant interviews.
- Assists with arrangements for workshops, musical festivals, etc. Sends announcements and enrollment forms; receives applications; receives and processes enrollment fees; prepares required materials; maintains records; may attend and assist with presentation details.
- Monitors budgets; effects budget transfers; prepares budget reports.
- Processes expenditure requests and purchase orders. Orders warehouse supplies.
- Prepares, checks and files payrolls.
- Maintains financial and related records (lunch counts, snack and supply expenses, budget records, etc.). May receive and receipts monies; send notices on overdue accounts.
- Types/processes travel and reimbursement requests.
- May perform basic cleaning and maintenance tasks.
- May manage testing and preparation.
- May assist other areas or departments when secretary is absent.
- Operates copy machine.

### **MINIMUM REQUIREMENTS**

- High school graduation or equivalent education and/or experience.
- Two (2) to five (5) years of related office experience and/or post-high school education.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to operate small office equipment and computers.
- Familiarity with word processing program.
- Strong English written and verbal communication skills.
- Telephone skills.
- Strong interpersonal skills for dealing with public and other office staff.
- Ability to accept payment.
- Ability to prepare purchase orders.
- Ability to manage inventory and property.

### **PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: feeling, fingering, grasping, handling, hearing, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

**WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

*The Davis School District has the right to revise this position description at any time.*