

## 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.*

<b>Job Title:</b>	<b>Secondary School Secretary</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	6
<b>FLSA Status:</b>	Non-exempt
<b>Job Code:</b>	563
<b>Reports to:</b>	Principal/Head Secretary

### **JOB SUMMARY**

Under the very general supervision of the Principal and/or Head Secretary the Secondary School Secretary provides secretarial support for administrators, faculty and/or counselors. This may include such activities as the processing of financial transactions and the maintenance of financial records, serving as receptionist (i.e., answering telephones, taking messages, and assisting students and visitors), administration of discipline and truancy programs, and the registering and withdrawing of students.

### **ESSENTIAL JOB FUNCTIONS**

- Composes, creates, and originates routine written correspondence on subjects outlined in policies and procedures as requested by the supervisor. Compiles and prepares school bulletins and other printed materials.
- Prepares, in draft and final form, all types of written correspondence and materials; reviews, refines, and corrects as necessary to ensure proper spelling, grammar, format, arrangement of material, and conformity with standard acceptable English (i.e., programs, game rosters, accreditation reports, congratulatory letters).
- Receives calls and greets visitors; takes messages; responds to requests for information; directs callers to appropriate staff members; arranges appointments.
- Receives and processes purchase orders and requisitions. Processes accounts payable and accounts receivable transactions (i.e., compiles bills and checks signatures, issues and prints and mails checks).
- Counts and balances money and makes bank deposits. Provides cash boxes for extracurricular activities and verifies money received to deposit. Receives and receipts monies. Processes cash register transactions. Maintains financial records, balancing the records and preparing related reports.
- Assists with school clerical and administrative functions (i.e., maintains files; receives, distributes, meters mail; schedules and bills building rentals; orders equipment, textbooks and supplies; prepares bus requests; collects and types eligibility lists; prepares and distributes report cards; processes and mails failing and truancy notices; processes and mails honor roll certificates; effects grade changes requested by teachers; coordinates fee waiver system; compiles requested data and assists in

- preparation of reports).
- Assists with annual school registration: collects and inputs student schedules; assists with master schedule; mails information packets; collects fees; compiles student information records; issues activity cards. Enrolls/registers new students.
  - Processes student withdrawals, including teacher clearance, fines, refunds, and administrative approval.
  - Maintains student transcripts, files, and records (e.g., health records, shot records, schedules, guardian information, locator cards).
  - Corresponds with other schools on transfer of records and maintains logs of records transferred to and from assigned school. Sends student transcripts to colleges and employers and verifies graduation.
  - Maintains records on attendance, truancies and suspensions; communicates with parents and students concerning attendance problems.
  - Supervises and assists with copy center operations, including photocopying, videotaping, and audio recording.
  - Assists with student test administration and with recording and compiling of test data.
  - Verifies eligibility of students for participation in offices, special programs, sports and other extracurricular activities.
  - Inventories and maintains school supplies in supply room.
  - Processes district work requests for repair and maintenance services.
  - Schedules substitutes and processes substitute payroll.
  - Registers parking tickets.
  - Maintains citizenship classes and records.
  - May oversee the office in the absence of the head secretary.
  - Maintains the roll and prepares minutes for department chair and faculty meetings.
  - Serves on various committees (e.g., Public Relations Committee, Counseling Office Advisory Committee, Data Processing User Committee).
  - May maintain college applications and materials.
  - May be responsible for enforcing parking regulations, issuing citations, etc.

### **MINIMUM REQUIREMENTS**

- High school graduation or equivalent education and/or experience.
- Six (6) to twelve (12) months of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

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

- Ability to read, write and perform basic mathematical calculations.
- Computer skills, including proficiency in word processing.
- Ability to accept payments.
- Ability to determine benefit eligibility.

### **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 safe and secure work environment that may periodically have unpredicted requirements or demands.

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