



## Job Description Secretary

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**Employment Status:** Full-Time

**FLSA Status:** Non-Exempt

**Calendar:** 215 Days (varies)

**Experience Required:**

**Minimum Education Requirements:** High School diploma or G.E.D.

**Department:** Support Staff.

**Direct Supervisor:** Assistant Superintendent.

**Primary Work Location:** Office setting.

**Certification:** None.

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**Job Summary:** Oversees the central office ensuring the need of parents, teachers, and administrators are met and performs routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Oversee the office ensuring the needs of all parents, teachers, students, and administrators are met.
- Assist with accounts payable/receivable.
- Assist in maintaining the budget and expenditures.
- Maintain the building calendar for the year.
- Assist with tracking attendance and making calls as needed.
- Ensure all office equipment is in working order.
- Order supplies as needed.
- Assure that procedures for tracking the beginning of the year enrollment are in place.
- Maintain a healthy working relationship with the community members.
- Schedule various appointments throughout the year including school picture day, attendance parties, and schedules principal appointments as needed.
- Operate telephone to answer, screen, or forward calls, provide information, take messages, or schedule appointments.
- Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Hear and resolve complaints from customers or the public.
- File and maintain records.
- Perform other duties as assigned.

### Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- Administrative and clerical procedures and systems.

Effective Date:



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- Principles and processes for providing customer and personal services.
- District's functions and its relationships with local government and the community.

### Skills

- Talking to others to convey information effectively.
- Strong written and oral communications and relational skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

### Abilities

- Show empathy when appropriate and give full attention to callers or guests.
- Communicate in a professional and polite manner.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Lift up to 25 pounds.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

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### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Effective Date:



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*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date