

JOB DESCRIPTION

JOB TITLE: **Personnel Secretary**

REPORTS TO: **Director Of Instruction/Personnel**

DEPARTMENT: **Central Office Support Staff**

I. NATURE AND SCOPE OF JOB:

To contribute to the smooth and efficient operation of the central office so as to facilitate achieving the mission and goals of the District for all students.

II. EXPECTATIONS:

1. Maintain confidentiality in all matters of the District
2. Maintain a positive attitude that supports the District Mission.
3. Maintain a positive and supportive relationship with all people in the work place.
4. Be responsible for acceptable personal attendance and punctuality.
5. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
6. Responsible for adhering to District policies.

III. JOB FUNCTIONS:

A. Essential Functions:

1. Perform all usual office routines and practices such as: file, research, memos, reports and spreadsheets: prepare and/or type reports and other documents, frequently confidential in nature, and compose letters and answer correspondence as directed.
2. Maintain Custody of State Department Reports related to Personnel.
3. Work to assure a favorable public image through the

- highest performance level possible.
4. Maintain the personnel process and records, including job descriptions and all documentation related to the personnel process. Advertise District vacancies as directed
5. Prepare and distribute new hire letters and contracts, create/maintain personnel files
6. Prepare Personnel/Payroll related information for Board meetings.
7. File performance evaluations and goal assessments
8. Annually prepare, revise, and distribute the District seniority lists for Board approval/adoption
9. Follow-up on recertification of Teachers
10. Maintain current district staffing plan
11. Knowledge of sick, personal, vacation and other leave policies
12. Prepare reports as required by the District and State.
13. Prepare staff listings as needed.
14. Provide new employee training in blood-borne pathogens, sexual harassment, etc.
15. Employment and resignation lists for board meeting, follow up letters to staff.
16. Salary advancement list to board, memo and contract addendum to employee.
17. Perform all duties as assigned.

IV. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Competency in typing, word processing, database, spreadsheets, record keeping, and internet use.
2. Ability to compose written material with accurate use of grammar, spelling, punctuation, calculate figures and percentages.
3. Ability to maintain information accurately.
4. Ability to work effectively with the public.
5. Ability to respond to needs of all employees in a polite and professional manner.

6. Ability to take direction from several administrators.
7. Ability to contribute to a positive office relationship.
8. Present a professional image at all times.

B. Education, License, Certification or Formal Training:

1. High School diploma or equivalent
2. College degree or a minimum of 4 years previous office experience preferred
3. Knowledge of necessary software programs and computer operations.
4. Annual Blood borne Pathogens

C. Equipment Used:

Typewriter	Telephone	Paper Shredder
Computer	Copy Machine	Calculator
Fax Machine	Postage Meter	

D. Physical Demands:

1. Ability to tolerate physical demands specifically related to and necessary for performing all usual office routines and practices associated with a busy, productive office
2. Some lifting of boxes and equipment
3. Deadline oriented position
4. Heavy paperwork load
5. Sitting for prolonged periods of time
4. Extensive computer use

E. Environmental Demands:

1. Air conditioned building
2. Fluorescent lighting
3. Ability to tolerate environmental demands specifically related to and necessary for performing all usual office routines and practices associated with a busy, productive office.

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4. Numerous phone calls
5. Numerous interruptions

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relations to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

Revised 12/05