

**KARNS CITY AREA SCHOOL DISTRICT  
JOB DESCRIPTION  
Secretary**



**IMMEDIATE SUPERVISOR**            School Administrator

**GENERAL DUTIES**

Perform clerical functions as may be required for the special education program, by teachers at the building level, or the building principals. At the high school level this person may perform receptionist duties. The Secretary is responsible for the efficient handling of the building telephone system. This position can function in at least the three services areas described above. The employee filling this position must be detail oriented, able to multi-task, and collaborate with other workers.

**ESSENTIAL REQUIREMENTS**

- A. All required clearances as per current law
- B. A minimum of a high school diploma or its equivalent
- C. Ability to type with speed and accuracy
- D. Demonstrated knowledge and understanding of the word processing system being used in the workplace
- E. Ability to understand and follow verbal and written communication
- F. Possess a working knowledge of spelling, punctuation, capitalization, word usage and sentence structure of the English language
- G. Ability to coordinate a variety of data and information
- H. Ability to maintain effective, positive relationships with students, fellow employees, and the general public
- I. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds
- J. The ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. Update student records, and word process forms, letters, reports, tests, lessons, notices and other materials as required by the supervisor, teacher, or teaching staff
- B. Operate office machines including, but not limited to, copiers, switch board, and computer keyboard
- C. Compile, word process, and otherwise prepare reports, notices, and correspondence as need
- D. Serve as a backup and/or assist front office staff
- E. Develop teaching materials including, but not limited to, transparencies, copies, etc.
- F. Prepare purchase orders and requisitions as directed, and place orders online
- G. Prepare and process mass mailings as requested
- H. Distribute daily mail as requested

- I. Coordinate meetings and staffings, make contacts with parents for meetings and related situations, and arrange meeting location
- J. Process print shop requests as directed
- K. Maintain supply storeroom for the building as requested
- L. Refer staff, students, and the community to building resources
- M. Cultivate and model a respectful working and learning environment
- N. Other duties as assigned

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)  
 F – Frequently (2.5 – 5.5 hrs per day)  
 NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)  
 C – Continually (5.5 – 8 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing			<b>X</b>		
Walking (level surface)				<b>X</b>	
Walking (uneven surface)			<b>X</b>		
Crawling		<b>X</b>			
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead				<b>X</b>	
Reaching extension				<b>X</b>	
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation					<b>X</b>
Using foot control		<b>X</b>			
*Pushing/Pulling Maximum weight: <b>40</b> lbs.			<b>X</b>		
*Lifting/Carrying Maximum weight: <b>40</b> lbs.			<b>X</b>		

\*Identify items typically moved: Records, files, equipment, furniture and supplies

Other requirements:

- Ability to quickly and repetitively alternate from one physical requirement to another physical requirement within the work environment
- Ability to freely maneuver in and around your work area
- Ability to effectively communicate with others
- Ability to consistently meet the physical requirements throughout the workday
- Tolerance to chemicals, dust, substances and other products or bi-products used in or generated by the operations of the School District

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons
- G. Perform assigned job responsibilities free of error in a timely, efficient and professional manner
- H. Refrain from engaging in conduct that interferes with the efficient and proper operation of the School District
- I. Refrain from publicly disclosing information obtained during the course of employment and/or the performance of job responsibilities without the prior written authorization of the Superintendent
- J. Comply with federal and state laws applicable to job responsibilities and employment with the Karns City Area School District

**EMPLOYEE STATEMENT**

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)”

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date