

POSITION DESCRIPTION

Position Title: ASSISTANT SECRETARY- BUSINESS

Reports To: Director of Business

Evaluated By: Director of Business

POSITION SUMMARY:

The primary purpose of this position is to serve as an assistant to other office personnel and/or building administration, by providing a wide variety of office and clerical functions.

MINIMUM QUALIFICATIONS:

1. High School Diploma or equivalent by OAR 581-37-030, Oregon Department of Education
2. 18 years of age or older

ESSENTIAL FUNCTIONS:

1. Communicates effectively in English in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Understand and follow oral and written instructions.
4. Maintain confidentiality.
5. Assist Program Secretary and Director of Business with specialized and complex secretarial, clerical, and office duties.
6. Possess basic knowledge of modern office methods, practices, procedures, basic computer word processing applications.
7. Ability to learn to use technology software programs to enter and retrieve information.
8. Ability to learn a number of District policies, rules, and procedures and apply them properly in the context of repetitive and new situations.
9. Maintain accounting/business/maintenance records in an organized manner.
10. Ability to handle multiple tasks at the same time as well as tolerate constant interruptions.
11. Performs a variety of clerical work in support of the Business Office Staff, including word processing, proofreading, filing, sorting and distributing mail, checking information on records, and accounting for monies received etc.
12. Performs other routine office/clerical duties as assigned.
13. Answers telephones and takes messages, responds to inquiries, provides information about school operations and refers calls to appropriate staff members.
14. Operates basic office equipment (i.e., computers, printers, telephone, fax, copiers, calculator, etc.)
15. Greets and directs office visitors, provides routine information, refers questions to appropriate staff.
16. Prepares mail, including parcels, for mailing or shipping delivery and receives and distributes shipments.
17. Enters data in computer files, maintains records and updated inventory, and prepares basic

statistical reports as assigned.

18. Maintains a high level of ethical behavior and confidentiality when dealing with staff information.
19. Performs such other tasks as may seem to be appropriate to the Board or Administration.
20. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
21. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
22. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
23. Assists parents and community members as needed.
24. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
25. Complies with professional development activities as required by the District.
26. Holds expectations for high performance of self and students.
27. Demonstrates computer literacy and operates software programs as related to job responsibilities.
28. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
29. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
30. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
31. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIRED:

1. Criminal Justice Fingerprint Clearance.
2. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
3. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
4. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
5. Possible exposure to bodily fluids due to student or employee illness or injury.
6. May be required to obtain a First Aid and/or CPR Card or be a Designated First Aid Provider.
7. May be required to translate and/or interpret.
8. Occasionally performs other duties as required by supervisor.
9. Complete all District required trainings.

PHYSICAL DEMANDS:

Physical Work Requirements: Yes No
If yes, see addendum to Assistant Secretary description.

TERMS OF EMPLOYMENT:

Daily work hours to be determined. Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

EMPLOYEE STATEMENT:

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

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

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

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date