

Job Title: **Secretary**  
 Job Family: **Central Administrative Support**  
 Pay Program: **Classified**  
 Typical Work Year: **10, 11, or 12 months**

Job Code: **1320**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **No**  
 Pay Range: **G 8**

**SUMMARY:** Responsible for providing secretarial, administrative, and clerical support to various positions, including but not limited to, directors, managers, coordinators, and other staff within the program and/or department. Duties may include, but are not limited to, assisting with basic reporting and budgetary functions, employee time and labor, preliminary tasks related to hiring new employees, coordinating travel reservations, coordinating meetings, and processing paperwork. As the first point of contact, use various methods of communication to provide customer service to internal and external community members.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on building or department assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Act as the first point of contact for a variety of internal and external customers. Communicate across various levels to request or fulfill the request for information. Assist Director or Administrator with communication efforts for the department including responding to parents, patrons, and staff members. Explain department specific processes and act as a guide throughout these processes. Liaise with internal and external providers to connect students and/or families with resources. May utilize social media to communicate news and provide timely and important department/event updates.	D	20%
2. Answer phones, screen incoming calls, provide information to callers, route calls to correct party, take messages for staff, retrieve messages from voicemail, and make outgoing calls for administrators and other authorized personnel. Greet visitors, direct to appropriate party, and provide information. Send, receive, and distribute mail, faxes, and E-mail.	D	20%
3. Coordinates and arranges meetings; prepares agendas and announcements; takes and publishes minutes; coordinates meeting dates; arranges rooms; and outlines room set-up including AV equipment. Schedules evaluations, processes paperwork, reviews enrollment packets, and enters data for department specific programs. May coordinate travel reservations for staff.	D	20%
4. Create and/or place supply orders. May complete P-card mapping, as well as, budgetary reporting and reconciliation of reports. May track substitute class coverage forms.	W	10%
5. Type, word process, compile and/or compose memos, letters, lists, rosters, bulletins, schedules, reports, surveys, handbooks, brochures, evaluations, documentation, phone lists, agendas, minutes, and other related information. Prepares basic reports.	W	10%
6. Assist with employee time & labor related duties. Assist with job postings, screening applicants, scheduling/conducting interviews, and hiring paperwork.	W	10%
7. Assists with monitoring and maintaining department records, files, and calendars. Prepares, proofreads, and coordinates the preparation of documents.	D	5%
8. Perform other job-related duties as assigned, including but not limited to providing backup coverage to other department positions.	Ongoing	5%
TOTAL		100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High School Diploma or equivalent.
- Minimum of (2) years of experience with computers and general office required, (3) years preferred.
- Bilingual may be preferred

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Knowledge of district financial and department databases preferred.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to engage with a large population of diverse and high-needs students and their families.
- Interpersonal skills and ability to handle situations with empathy and sensitivity.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with word processing software.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Director, Assistant Director, Manager, or Coordinator	Various

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand			X	
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze			X	
Communicate				X
Copy			X	
Coordinate			X	
Instruct	X			
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	