

Job Description
MOORE PUBLIC SCHOOLS

5.15

Job Title: Coordinator's/Director's Secretary

Qualifications:

Credentials: None

Education: High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

Training or Experience required: 3 years of secretarial and/or clerical experience in an educational environment. Minimum of 1 year with computer experience using word processing, databases, and spreadsheets. Some school system experience is preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, application forms, or instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from manuals or verbal instructions. Such machines include but are not limited to photocopiers, FAX machines, CRT/computer, 10-key calculators, multi-line telephone consoles, and other office machines. Some basic to intermediate-level experience in word processing and spreadsheet software packages is required.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Typing Skills: Typing/Word Processing at 60WPM required.

Site: Various

Reports To: Coordinator/Director

Job Goal (Purpose of Position): Performs semi-skilled to skilled -level secretarial duties under general supervision to assist in the efficient functioning of the office and to assist the Coordinator/Director or other staff. An incumbent in this position will follow generally standardized operating policies and procedures. On occasions will have to interpret policies and procedures.