

541.3 - SECRETARY JOB DESCRIPTION

Secretaries are expected to perform a variety of clerical tasks as well as specific duties related to the position assigned. Many of the tasks require a high degree of confidentiality. A secretary must possess strong technical skills in computer operations and program applications.

QUALIFICATIONS:

Minimum of an Associate Degree in Office Administration or as an Administrative Assistant; or five years' experience performing, at a high level, the duties and responsibilities associated with this position.

REPORTS TO:

Building Principal or Director of Special Education Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as a confidential secretary to the Building Principal and Guidance Counselor or Director of Special Education Designee
- Maintain general/office files; ensure absolute confidentiality of information, files and records
- Perform usual office routines and practices including answering phones and intercom system, taking and conveying messages, distributing mail, greeting and helping parents/guardians and visitors
- Type, prepare, distribute, file records/reports, correspondence, newsletters, etc. related to the position assigned
- Able to count money, prepare deposits, receipts and vouchers, track student fees and fines, and maintain activity accounts
- Administer medication according to policy and regulations
- Assist with orientation of substitute teachers
- Perform other duties as assigned

HUMAN RELATIONS SKILLS:

- Maintain a positive attitude and style that contributes to the overall public relations of the District
- Able to be flexible and work with interruptions in a positive manner and in an environment with a number of staff, students, and parents/guardians often present
- Able to maintain self-control under stressful situations and workload pressures without exhibiting negative behaviors (e.g., loss of temper, rudeness, use of foul language, etc.)
- Able to use logical reasoning principles to arrive at solutions to work-related problems for which no established procedures exist

Adopted: August 20, 2008

Revised: September 28, 2016