

## BUCKEYE UNION SCHOOL DISTRICT

**POSITION:** Middle School Secretary

**DIRECTLY RESPONSIBLE TO:** Principal

**BASIC FUNCTION:**

The Middle School Secretary, under minimal supervision, performs a wide variety of secretarial and technical duties to maintain the smooth and efficient operation of the office to assure positive impact on the education of the students in the school.

**PERFORMANCE RESPONSIBILITIES:**

1. Performs responsible secretarial functions for the principal of the school including the typing of employee evaluations and confidential administrative correspondence.
2. Supervises clerical assistants.
3. Daily computer attendance accounting of students and monthly and yearly attendance reports.
4. Handles numerous computer operations including enrollment data, the master class schedule, computer generated report cards and progress reports.
5. Operates all school office equipment.
6. Serves as a source of information for visitors regarding school programs and activities.
7. Registers new pupils, assists in assigning them to a class, and compiles all pertinent data relating to new students.
8. Records the "Transfer In" and "Transfer Out" of students, including forwarding cumulative records.
9. Gives secretarial assistance to teachers on work requiring typing and the use of office machines.
10. Performs other related duties as assigned by the principal.

**TYPICAL PHYSICAL REQUIREMENTS**

Ability to lift 25 lbs maximum or carry any object weighing up to 15 lbs. Frequently stand and walk, stoop, kneel and crouch to pick up or move objects; normal finger dexterity and hand-eye coordination; corrected hearing and vision to normal range; verbal communication; use office equipment such as computer, telephone, calculator, and FAX.

**TYPICAL WORKING CONDITIONS:**

The job is performed under minimal temperature variations, some exposure to controlled hazardous substances and chemicals; frequent contact with staff and the public.

Middle School Secretary Continued

**QUALIFICATIONS:**

- Must have TB test clearance and Criminal Justice fingerprint clearance
- Must have a First Aid/CPR Certificate
- Must be able to demonstrate typing with speed and a high degree of accuracy and proficiency in the use of personal computers and related software, i.e. SASI and word processing, correct English, grammar, punctuation, and spelling. In addition, computer skills including spreadsheet, data base use, keyboarding proficiency, and use of the Internet for research are essential qualifications.
- Must be self-motivated, capable of making sound decisions, and demonstrate sound judgment.
- Must be able to speak and write correct English.
- Must have the ability to learn, interpret and apply district policies, rules and regulations.
- Experience as a clerk or secretary in an educational setting preferred.

**EDUCATIONAL REQUIREMENTS:**

Graduation from high school or the equivalent and advanced training in modern office practices, procedures and office machines, including the computer/word processor.

Salary: Range 15 Classified Salary Schedule

Approved: 11/18/87

Revised: 8/22/90

Revised: 9/17/03