
TITLE: **SUBSTITUTE SECRETARY**

REPORTS TO: Building Principal or designee

QUALIFICATIONS: 1. High School diploma or equivalent training
 2. Minimum of two (2) years' related work experience
 3. Good typing skills and knowledge of Microsoft Office
 4. Knowledge of office equipment and efficient office procedures
 5. Good telephone skills and ability to communicate effectively
 6. Required criminal history check and proof of U.S. citizenship or resident alien status

JOB GOAL: To carry out secretarial and clerical duties necessary for the smooth and efficient operation of the office.

PERFORMANCE RESPONSIBILITIES:

1. Receives and routes incoming calls and correspondence.
2. Performs usual office routines.
3. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
4. Assists visitors to the school.
5. Maintains confidentiality, as required and appropriate.
6. Performs other tasks related to the efficient operation of the office, as assigned.

APPROVED: November 18, 2014