

LYON COUNTY SCHOOL DISTRICT

School Secretary - LyOnline

Job Group: Administration

Classification: Classified

Terms of Employment: Pay Grade 24 on the Classified Salary Structure (10 -month schedule)

FLSA Status: NON-EXEMPT

POSITION SUMMARY: Under the direction of the LyOnline Administrator work together in a cohesive environment to ensure the smooth and efficient operation of the program's secretarial/clerical needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Performs clerical and administrative duties of the program's office
2. Acts as receptionist in answering phones and greeting visitors
3. Interprets program and District policies and procedures to students, staff and the public or directs the inquiry to the appropriate individual or department
4. Assists with scheduling and academic planning/transcript evaluation under the direction of the administrator.
5. Creates, organizes and maintains student files/program records
6. Verifies student grades, updates cumulative folders/student contact logs, and prints report cards and/or transcripts
7. Enrolls, and withdraws students and keeps written and electronic logs (Master Register) of all transactions
8. Records and verifies daily student attendance
9. Completes and files State Monthly Attendance Reports
10. Maintains and updates student database records, and produces reports as necessary
11. Maintains and keeps legal alerts
12. Sorts and distributes regular mail, District correspondence, and student notices
13. Performs all other related duties as assigned by the site administrator.

POSITION EXPECTATIONS:

Knowledge of:

1. District policies and administrative guidelines
2. Scheduling and basic employee payroll procedures
3. Grammar, spelling, vocabulary and simple mathematical computations
4. Office practices, procedures and equipment
5. Intermediate to advanced computer skills including Microsoft Office and specialized software (i.e. Student Information System and Human Resources Information System)

Ability to:

1. Use good judgment in applying established guidelines to solve work problems
2. Work independently in completing assigned tasks and in maintaining the standard correspondence, files, and reports of the office
3. Deal courteously with the public and obtain the information necessary to assist them
4. Work and communicate effectively with all people contacted in the work environment
5. Understand and carry out moderately complex written and oral instructions

POSITION REQUIREMENTS:

Education and Training:

1. High School Diploma or equivalent
2. Experience working in a classroom environment preferred but not required for this position.

Licenses and Certifications:

None

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person and by telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORK ENVIRONMENT: Strength: Sedentary/Light - Exert force to 25 lbs., occasionally; or negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate noise to loud for occasional to frequent time periods.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting				X
Standing		X		
Walking		X		
Bending/Stooping/ Squatting/Twisting			X	
Crawling	X			
Kneeling	X			
Reaching above of body		X		
Reaching away from body		X		
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
Up to 50 Pounds or 1/3 Bodyweight				

Pushing				
Pulling				
Grasping/ Gripping		X		
Handling				
Applying Torque (arms)				
Fine Manipulation		X		
Repetitive Work			X	
Weight Bearings				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs		X		
Senses:				
Eyes			X	
Visually Demanding Work			X	
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination			X	
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____