

CLASSIFIED JOB DESCRIPTION

SCHOOL SECRETARY

JOB SUMMARY:

Under general direction, performs a variety of clerical and typing work of average difficulty; transcribes dictation and does related work as required; handles assigned and routine administrative details not requiring the immediate attention of the principal, and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Types communication letters, E-mail, forms, memos, newsletters, calendars and evaluations.
- Transcribes dictation and meeting notes.
- Composes communication, i.e., letters, memos, bulletins and fliers to parents.
- Orders classroom, office and custodial supplies and materials.
- Records time cards, absence records, zone transfers, immunizations, and other information.
- Schedules use of facilities, meetings and principal's calendar.
- Communicates information, i.e., procedures and regulations.
- Operates office machines.
- Registers students, volunteers, substitute employees and guests.
- Processes information and records, i.e., student, budget and projections of student enrollment.
- Coordinates operation of office.
- Organizes/maintains files and records.
- Performs clerical functions.
- Translates communications, i.e., bulletins, fliers, messages and phone calls.
- Reports accidents, school crimes, workers' compensation forms, vandalism, suspensions and bus reports.
- Monitors student discipline, childcare and parent volunteers.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful full-time clerical experience involving typing and taking dictation.
- Ability to perform a variety of clerical work of moderate difficulty and complexity; spell correctly and use good English in performing a variety of clerical work; make arithmetical calculations with speed and accuracy; understand and follow oral and written directions; work cooperatively with those contacted in the course of work; type at a speed of 55 net words per minute; be able to transcribe dictation from transcription equipment; ability to work with MAC or DOS applications.
- Knowledge of modern office practices and procedures including the preparation of various forms of correspondence, filing, etc.; standard office machines including duplicating equipment and computers to include word processing, data bases and spreadsheets; correct English usage, spelling and punctuation; may include knowledge of correct usage,

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spelling and punctuation of a foreign language; CPR and First Aid.

- High school diploma or GED required. Preferably including or supplemented by courses in typing, office practices and dictation. Evidence of instruction in First Aid and CPR. Current CPR and First Aid card(s) required.

Classified Salary Schedule: Range 30

BOARD APPROVED: 5-20-1997

REVISION DATES: 7/16/23

08/09/2023