

Oak Grove School District

JOB TITLE: **SECRETARY**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform varied and responsible clerical and record keeping duties for a school site administrator and to assist in the day-to-day operations of an intermediate school office. Employees in this classification receive general supervision from a school site administrator or his/her designate and within a framework of policies and procedures. This job class provides journey level clerical/secretarial duties in support of routine but responsible administrative/school functions.

TYPICAL DUTIES

- Calls parents of absent students; verifying absence and collecting additional information as necessary
- Prepares regular attendance reports to District
- Answers telephone and receives visitors, students, parents, and staff members: taking and giving messages, answering questions, and/or referring inquiries to appropriate person(s) as necessary
- Posts and maintains a variety of records and files as assigned; applying specialized policies and procedures as required
- Receives and transcribes dictation for letters, reports, memos, and minutes
- Types correspondence, memos, forms, reports, etc., from draft and final copy, and material for offset duplication
- Assists in training and supervising student helpers and volunteer aides
- Compiles and prepares statistical reports from established records
- Assists professional and other clerical staff members with job related functions as assigned
- Performs other related duties as required

MINIMUM QUALIFICATIONS

- Knowledge of proper office methods and procedures including telephone and receptionist techniques, correct letter and report writing
- Knowledge of proper English grammar, usage, spelling, and punctuation
- Skill to understand and carry out both oral and written instructions
- Skill to type accurately at 50 words per minute from clear copy
- Skill to maintain a wide variety of efficient record keeping and filing systems
- Skill to gather data and prepare reports
- Skill to perform basic arithmetical calculations accurately
- Skill to operate standard office machines and equipment
- Skill to communicate tactfully and effectively in both oral and written form
- Skill to deal effectively with a wide variety of personalities and situations requiring tact, judgment, and poise

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MINIMUM QUALIFICATIONS (Continue)

- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties

May require:

- Bilingual/Biliterate capabilities to the degree that communication and understanding can be established with NES and LES families and students