Job Title: **Coordinator's Secretary for ELL**

Qualifications:

Credentials: **None**

Education: High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

Training or Experience required: 3 years of secretarial and/or clerical experience in an educational environment. Minimum of 1 year with computer experience using word processing, databases, and spreadsheets. Some school system experience is preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling our forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, application forms, or instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from manuals or verbal instructions. Such machines include but are not limited to photocopiers, FAX machines, CRT/computer, 10-key calculators, multi-line telephone consoles, and other office machines. Some basic to intermediate-level experience in word processing and spreadsheet software packages is required.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Typing Skills: Typing/Word Processing at 60WPM required.

Site: **Various**

Reports To: **Coordinator/Director**

Job Goal (Purpose of Position): Performs semi-skilled to skilled -level secretarial duties under general supervision to assist in the efficient functioning of the office and to assist the Coordinator/Director or other staff. An incumbent in this position will follow generally standardized operating policies and procedures. On occasions will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Must be able to elicit necessary information and make important screening decisions for administrative supervisors.

Other Performance Measures:
Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce personal accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (PERFORMANCE MEASURES):

1. Performs clerical support functions using word processing, database and/or spreadsheets software. Prepares correspondence, reports, charts, brochures, grant requests, etc. Prepares routine correspondence as assigned.

2. Receives, directs and may perform simple interview with visitors; handles/screens telephone calls, and provides assistance or technical information concerning policies, procedures, and other details. Takes and delivers messages. May assist in opening and distributing mail.

3. Organizes and maintains various files and records including confidential and tickler files. Performs photocopying as required.

4. Schedules meetings and make sure all information and arrangements are taken care of. May be required to make travel arrangements. Monitors and maintains a neat and organized office.

5. Orders, maintains and distributes supplies as needed. May maintain and circulate equipment, material, and other supplies for use by patrons and staff; may assist personnel with minor repair to equipment and inventory. Maintains expenditure reports/records; prepares purchase orders/requisitions. Performs any bookkeeping tasks as assigned.

6. Must be able to adjust priorities in performing clerical assignments and assisting with minor administrative details and assignments.

7. Works with agencies and State Department of Education in a timely manner.

8. May assist other employees in office during breaks and days off.

9. Must be able to perform tasks with sensitivity, confidentiality and professionalism.

10. Performs other duties as assigned.

Supervision exercised: None

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included in the essential functions: Must be able to communicate on the radio, on the telephone and in person. May on occasion lift boxes of copy paper, equipment, and supplies.

TERMS OF EMPLOYMENT:	196 DAYS
SALARY:	Category C
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 01-09-17