

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

SUPPORT SERVICES SECRETARY

**POSITION
DESCRIPTION:**

Directly responsible to the Supervisor of the assigned departments. Performs a variety of secretarial, record keeping, and public relations activities and office duties in order to support a safe and orderly environment for students and staff.

**ESSENTIAL JOB
FUNCTIONS:**

1. Serves as secretary to the assigned departments
2. Performs secretarial duties
3. Assists with distribution of office tasks
4. Answers phones, takes and forwards messages
5. Maintains calendars
6. Assists with securing substitute staff
7. Greets and assists visitors and staff
8. Communicates and serves as liaison with parents, district personnel and outside agencies to exchange information and/or resolve issues or concerns
9. Checks data relative to the department for accuracy
10. Composes correspondence and reports requiring a broad understanding of applicable rules, regulations, policies, and laws related to the department
11. Performs duties in compliance with District policies, regulations, and procedures
12. Processes job related reports
13. Trains others as directed by supervisor
14. Prepares requisitions and maintains records of purchases
15. Assists with department budget
16. Checks deliveries against requisitions and maintains supplies
17. Schedules and prepares for appointments and meetings
18. Makes travel arrangements for department staff
19. Initiates, collects and enters time reporting of all site staff for payroll purposes
20. Receives, sorts, and routes all department mail
21. Processes reimbursement forms, mileage expense receipts and American Express purchases
22. Reports all safety, sanitary, and fire hazards to their supervisor
23. Communicates and works cooperatively with sites and co-workers

- 24. Attends trainings and meetings as directed
- 25. Performs other related duties as directed

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Type accurately at a speed not less than 40 words per minute

Knowledge of:

- Routine office procedures, methods, and equipment
- Current office-based computer programs
- English usage, spelling, grammar, and punctuation
- Principles of basic record keeping
- Principles of basic mathematics
- Proper lifting techniques

Ability to:

- Maintain confidentiality
- Work cooperatively and courteously with others
- Set a positive example
- Work using independent judgment
- Operate office equipment
- Perform routine secretarial duties
- Multi-task
- Prioritize tasks and meet deadlines
- Understand and carry out oral and written directions
- Communicate effectively, both orally and in writing
- Lift, carry, push and pull objects up to 50 lbs as assigned by position

EXPERIENCE:

Required:

- Two years of increasingly responsible clerical work

Desired:

- Experience as a secretary in a school district

EDUCATION:

Required:

- High School Diploma or equivalent

**WORKING
CONDITIONS:**

Environment:

- Work closely with a large number of staff
- Busy and fast-paced office setting

Physical Demands:

- Hearing and speaking to exchange information
- Sitting at a computer for extended periods of time
- Bending at the waist, kneeling or crouching
- Moderate physical labor