



## *Position Description*

### **Clerical Pool**

*Salary Level: \$10.00/hr*

*Contract/Benefits: None*

*Location: District Office or School Buildings*

*Reports To: Designated Administrator*

*Prepared Date: September 6, 2013*

*Prepared By: David Elcock, Director of Human Resources*

*Approved By: Christina Mazzella, Executive Director of Human Resources*

### ***Qualifications:***

1. Two to three years of related experience and/or training.
2. Ability to read, comprehend, and interpret instructions, correspondence, and memos.
3. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
4. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
5. Ability to access the Internet and collect research on methods and samples of procedures and documents in other districts or organizations.
6. Functional knowledge of or proficiency with Microsoft Office software programs, including Word and Excel.
7. Consistent record of satisfactory work performance.
8. Acceptable criminal and child abuse clearances (Acts 34, 114, and 151).
9. Ability to perform the essential duties with or without reasonable accommodations.
10. Additional or alternatives to the above qualifications as deemed appropriate by the board or superintendent.

### ***Summary***

Schedules appointments, gives information to callers, and otherwise relieves officials of clerical work and minor administrative detail by performing the following duties. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Essential Duties and Responsibilities***

1. Reads and routes incoming mail; locates and attaches appropriate file to correspondence to be answered by supervisor.
2. Assists in maintaining accurate records.
3. Organizes and maintains file system, and files correspondence and other department records.
4. Answers and screens supervisor's telephone calls, and arranges conference calls, as necessary.

5. Greets scheduled visitors and directs them to appropriate areas or persons.
6. Arranges and coordinates travel schedules and reservations for supervisor and/or other department staff, as appropriate.
7. Performs secretarial duties and responsibilities as assigned by the supervisor, including, but not limited to, coordinating schedules and appointments for supervisor.
8. Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records or transcribes minutes of meetings.
9. Makes copies of correspondence or other printed materials.
10. Prepares outgoing mail and correspondence, including e-mail and faxes.
11. Orders and maintains supplies, and arranges for equipment maintenance.
12. Prepares agendas, minutes, and other documentation for meetings.
13. Assists with maintaining department or supervisor's budget.
14. Performs such other tasks and assumes such other responsibilities as may be assigned or delegated by the supervisor.

### ***Competencies***

To perform the job successfully, an individual should demonstrate the following competencies:

#### *Interpersonal Skills*

Responds promptly to parent/community requests for service and assistance by informing supervisor; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Speaks clearly in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Writes clearly and effectively; Edits work for spelling and grammar.

#### *Organizational Skills*

Works within approved budget; Conserves district/school resources; Shows respect and sensitivity for cultural differences; Follows policies and procedures; Completes assigned tasks and reports correctly and on time.

#### *Personal Competencies*

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Prioritizes and plans work activities; Uses time efficiently; Approaches others in a tactful manner; Reacts well under pressure; Accepts responsibility for own actions; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality; Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies supervisor with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Displays original thinking and creativity; Meets challenges with resourcefulness.

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***Physical Demands***

The physical demands described here are representative of those that must be met by a secretary to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the person is regularly required to talk or hear. The person is often required to walk, climb stairs, and lift. The person is required to use hands and fingers to handle documents, telephone, etc. The person is occasionally required to stand, sit, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

***Evaluation***

The person filling this position will be evaluated according to the secretarial evaluation procedure used by the Allentown School District.

Reviewed and read by: \_\_\_\_\_

*Individual serving in this position*

Date: \_\_\_\_\_