

**BROOKFIELD PUBLIC SCHOOLS**

**JOB DESCRIPTION**

**SECRETARIAL /CLERK POSITIONS III - Generic**

**GENERAL STATEMENT OF DUTIES<sup>1</sup>**

Performs executive secretarial, clerical and management functions that require independent judgment and a high degree of responsibility and organization for the efficient operation of an office. Manages or supervises office functions or personnel to ensure administrators are relieved of routine responsibilities. Ensures the timely and accurate completion of secretarial and clerical work.

**SUPERVISION RECEIVED**

Works under the direct supervision of the principal/assistant principal, Director of Special Education, Director of Finance or guidance department supervisor.

**SUPERVISION EXERCISED**

The Director of Finance assigns supervision responsibilities for clerks. Building level Administrative Secretaries supervise Building Secretaries, Clerks, and Office Aides.

**JOB GOAL**

To ensure the office is operated in an efficient and orderly manner, that work is completed accurately and in a timely manner, and to manage internal and external communications in a manner that reflects positively upon the school district and the office represented. Assumes responsibility for exercising judgment in managing issues and deciding those that should be referred to an administrator or seeks advice when circumstances require additional knowledge.

**EVALUATION**

Performance will be evaluated by his or her supervisor.

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<sup>1</sup> Duties and responsibilities related to the classification assignments are attached to this document as an addendum.

## **GENERIC JOB DUTIES<sup>2</sup>**

(Also see specific job duties)

1. *Prepares, assigns or oversees correspondence, applications and reports related to the specific assignment using school district installed payroll, accounting, word-processing, spreadsheet, database and presentation software such as PowerPoint.*
2. *Receives and responds to telephone and general email inquiries. Uses good judgment in deciding to direct issues to appropriate personnel.*
3. *Answers questions of parents and others of a general policy or routine nature or obtains the appropriate information to respond accurately and promptly.*
4. *Maintains orderly electronic and hard copy filing systems that enable prompt data retrieval in support of administrative service requirements.*
5. *Handles confidential information related to personnel and students and ensures state, federal laws and regulations, and local policies related to records are followed.*
6. *Contributes to an overall sense of teamwork and cooperation, fills in for other secretaries and clerks upon request.*
7. *Performs various other office related duties as assigned by supervisors.*

## **KNOWLEDGE, SKILL AND CAPACITIES<sup>2</sup>**

1. Thorough knowledge of general secretarial/ clerical procedures.
2. Working knowledge of bookkeeping principles and practices, business mathematics and proper use of English.
3. Ability to supervise others effectively and to function with minimum supervision on short and long term tasks.
4. Performs basic computer operation and software applications, including word-processing, spreadsheets, databases, PowerPoint or similar presentation program, and other district installed software applications.
5. Communicates promptly and effectively with office colleagues, staff, supervisors and the public.
6. Operates various types of office equipment and district technology.
7. Knows building and district policies and procedures and is able to promptly retrieve such data and communicate it effectively to others.
8. Ability to compose general correspondence and generate routine reports and other reports, as requested.

## **EDUCATION, EXPERIENCE AND QUALIFICATIONS**

1. High school or commercial school graduate or equivalent level of knowledge gained through experience or otherwise.
2. Ability to type at least 60 words per minute with accuracy.
3. Ability to work well with colleagues, supervisors, staff, students and the public.
4. Demonstrated skill and experience related to the specific assignment.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

<sup>2</sup>Essential skills and capacities are italicized

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