

Clerical Job Description

Secretary

Descriptors

Position Title:	Secretary	Department:	Program / Building
Position Classification:	Level III Clerical	Reports To:	Program / Building Administrator
Exempt Status:	Non-Exempt	Revision Date:	2/2019
Supervisory:	No		

Approval: _____
(Executive Director of Human Resources)

Approval: _____
(Superintendent)

Job Summary

Assist the department and/or building by providing students, staff and community with knowledgeable and professional administrative support services in an efficient and timely manner so that overall district educational objectives may be achieved.

Essential Duties and Responsibilities

15%	General Office Duties <ul style="list-style-type: none"> Answer direct and building phone line(s) and handle escalated calls Open, sort and prioritize mail for a group Prepare, assemble and manage mailings Photocopy materials as needed Point of contact for office supply vendors Provide customer service and answer detailed questions from students, staff, parents and community members Maintain office equipment 		<ul style="list-style-type: none"> Pull programmed reports from databases Compile and export reports with multiple changes to parameters
10%	Department files <ul style="list-style-type: none"> Set up electronic and paper files as necessary Copy, file and maintain paper or electronic files 	20%	Bookkeeping <ul style="list-style-type: none"> Apply appropriate budget code to invoices Verify and prepare deposits Receive payments Prepare collection notices Receive and count money Perform calculations Track transactions Prepare PO's for review Maintain and order office supplies Reconcile monthly P-Card statements
45%	Information Technology <ul style="list-style-type: none"> Assist others with technology questions and issues and provide backup on software applications within department and building Complete projects that include data entry, sorting data, creating formulas and performing calculations Enter, retrieve, verify, import and export data, create and track data on multiple databases Manipulate content on multiple databases and screens Create, design, coordinate, compile and contribute to written correspondences Create and design forms 	5%	Staff Support <ul style="list-style-type: none"> Support a designated group or level and/or administrator Make travel and workshop arrangements Schedule and arrange meetings Facilitate coverage for classrooms when needed
		5%	Professional Development <ul style="list-style-type: none"> Attend meetings, in-services, and workshops as required

Perform other duties as assigned or requested.

Work Requirements and Characteristics

Education/Certification Requirement:

- 2 years of post-secondary education or any combination of applicable experience and education

Experience:

- At least 2 years of previous office, computer and accounting experience if applicable

Essential skills required to perform the work:

- Ability to communicate effectively with diverse populations
- Intermediate clerical skills
- Advanced word processing and spreadsheet skills
- Office organizational and time management skills
- Knowledge of the department and/or program
- Advanced ability to utilize multiple software programs
- Basic accounting/bookkeeping skills
- Conflict resolution skills
- Position requires advanced proficiency in technology, working collaboratively with office and district staff, and foreseeing and planning for upcoming scheduled events in a timely manner.
- Valid MN driver's license if required for position

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile
- Uses multiple software, databases and systems

Physical and Mental Requirements**Physical Job Requirements:**

- Position involves extended periods of sitting while entering computer data
- Position involves occasional stooping to reach file drawers
- Position involves frequent fingering keys on word processing equipment and repetitive motions operating same
- Position involves occasionally lifting up to 20 pounds of computer reports, office supplies or mail.

Mental Job Requirements:

- Position requires handling multiple tasks at once while dealing with constant interruptions.
- Position requires exercising confidentiality in handling School District information.
- Position requires flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.
- Position requires meeting deadlines.

Hazardous Working Conditions:

- Normal office conditions
- Position may travel between buildings as needed

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.