

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

TITLE: Office Secretary – Elementary School

QUALIFICATIONS:

1. High school diploma or equivalent, or compensating experience
2. A score of at least 35 Adjusted WPM on the Typing Test (TT)
3. A raw score of at least 35 (out of 40) on the Criteria Basic Skills Test (CBST)
4. A score of at least *Highly Proficient* on the Computer Literacy & Internet Knowledge Test (CLIK)
5. Excellent customer service and interpersonal skills

REPORTS TO: Principal

JOB GOALS: To contribute to the efficient operation of the school district by performing office duties related to the educational process.

PERFORMANCE RESPONSIBILITIES:

1. Assists in maintaining student records (e.g., attendance, transcripts, cumulative files, transportation, physical examinations, etc.).
2. Completes tasks, such as processing purchase orders, requisitions, vouchers, and memoranda using furnished information.
3. Operates duplicating, copying, and office machines.
4. Assists teaching staff with typing, copying, and recordkeeping.
5. Compiles reports from existing records, as directed.
6. Answers in-person or telephone inquiries and/or refers callers to appropriate individual(s).
7. Receives and sorts U.S. and interschool mail.
8. Assists with student registration.
9. Assists with enrollments and withdrawals of students during year.
10. Performs data entry into district's computer.
11. Completes school lunch records, as necessary.
12. Performs word processing functions where applicable.
13. Assumes the duties of head secretary in his/her absence.
14. Performs other related duties as assigned.

TERMS OF EMPLOYMENT: Work year to be established by the Board of Education, salary and benefits as determined by the contractual agreement.

EVALUATION: By the Principal with input from head secretary (Clerk V) in accordance with the contractual agreement.

Effective 11-13-98
Title Change: 7-1-00
Qualifications Revised: 9-20-16