

Durham Public Schools

School-Based

Job Description

Office Support/Secretary

JOB TITLE: Office Support/Secretary

REPORTS TO: Building Principal

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 10-12 months (may be part-time) Classified, Nonexempt

SUMMARY:

This employee performs receptionist, clerical and general office assistance duties. Work typically involves receiving and directing visitors, answering the telephone, directing calls and responding to requests for information. Employee is responsible for performing clerical tasks in the processing of forms and records requiring the application of office procedures and departmental rules and regulations within established guidelines. Employee is also responsible for data manipulation through various computer-driven word processing, spreadsheet and file maintenance programs.

RESPONSIBILITIES & DUTIES:

1. Maintain office files.
2. Maintain computers, printers, faxes, copiers for department – supplies, repairs.
3. Organize and schedule a variety of work meetings and trainings.
4. Coordinate calendars and meetings for staff.
5. Maintain organized files to support the office activities.
6. Serve as a liaison between Durham Public Schools and the community.
7. Assist with preparation of reports- research and use PowerPoint, Excel or other applications.
8. Maintain confidential files.
9. Greet visitors, parents, volunteers, etc. and directs them to their intended destination.
10. Operate the intercom and provide information through the school's public address system.
11. Supervise students who are waiting to see administrative staff for disciplinary or other reasons; contact parents of disciplined students; contact parents of sick/hurt students.
12. Schedule tours and facility usage.
13. Process, sort, check for accuracy, and file documents in accordance with established systems; distribute inter-office and general delivery mail; maintain routine office records relating to student records, instructional materials, etc.
14. Operate copying machines, adding machines, personal computers, and other office equipment.
15. Notify employees of mail, information, visitors, or materials waiting at a central location.
16. Perform a variety of clerical tasks.
17. Perform related work as required by supervisor.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

Graduation from high school with some clerical experience preferred; or an equivalent combination of experience and training. Valid North Carolina driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work independently and efficiently, including the ability to research and gather information from varied sources.
2. Working knowledge and proficient level of experience with Microsoft Office programs such as Word, Excel and PowerPoint.
3. Ability to learn, interpret and explain departmental and systems procedures and policies.

Job Description

Administrative Assistant, Preschool

4. Ability to respond to questions or take accurate messages and schedule appointments.
5. Ability to perform routine mathematical or bookkeeping functions.
6. Ability to communicate effectively; possess excellent oral and written communication skills (grammar, spelling, etc.).
7. General knowledge of the operations of the department.
8. General knowledge of the principles of organization and administration.
9. General knowledge of elementary arithmetic.
10. General knowledge of correct spelling, grammar and vocabulary usage.
11. Ability to prepare standardized forms, letters and reports from that information.
12. Ability to operate multi-line phone system.
13. Ability to maintain accurate records and to develop reports from those records.
14. Ability to understand and follow oral and written instructions.
15. Ability to type accurately at a moderate rate of speed.
16. Ability to establish and maintain effective working relationships as necessitated by work assignments.
17. Ability to perform at a high level, as a team player, in a team environment.
18. Ability to relate well to diverse groups of people.
19. Strong organizational and problem-solving skills.
20. Ability to prioritize and manage multiple tasks in a fast-paced environment.
21. Ability to remain calm and professional in environment with shifting proprieties.

PHYSICAL REQUIREMENTS:

Must be able to exert a negligible amount of force to move objects; classification consistent with Light Work. Must be able to use a variety of automated office equipment such as computers, copiers, typewriters, calculators, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

DISCLAIMER:

The statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

Signature

Date