



Job Description

Francis Howell School District

Office Secretary - Elementary (Secretary - Receptionist, Site Office, Elementary)

Purpose Statement

The job of Office Secretary - Elementary (Secretary - Receptionist, Site Office, Elementary) is done for the purpose/s of providing secretarial support to school site; establishing and maintaining records; compiling and distributing materials and reports; and responding to inquiries from a variety of internal and external sources.

Essential Functions

- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Collects payments for a variety of events (e.g. fines, fees, and fund raisers, etc.) for the purpose of completing transactions and/or securing funds and submitting to appropriate personnel for processing.
- Communicates with other employees, departments, administrators, parents, and other members of the public for the purpose of providing information and assistance and completing office duties.
- Compiles data, as needed, (e.g. work orders, budget reports, specialized reports, personnel records, discipline records, special education meeting schedule, etc.) for the purpose of preparing reports or processing requests.
- Coordinates assigned projects and/or activities (e.g. proper distribution of materials to a variety of departments, arrangements for conferences, meetings, travel requirements, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a variety of manual and electronic documents files and records (e.g. work orders, student discipline files, student and volunteer sign in/out logs, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, answering phones, handling mail, monitoring security cameras, etc.) for the purpose of supporting office operations.
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, periodic and ad-hoc reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. student identification records, student awards, student release and early dismissal forms, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Researches assigned topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information for addressing department operations.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules activities (e.g. appointments, meetings, facility usage, etc.) for the purpose of maintaining school calendars.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

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Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette.

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is required.

Education: High School diploma or equivalent.

Required Testing

Job-Related Skills Proficiency Test

Continuing Educ./Training

None Specified

Certificates and Licenses

None Specified

Clearances

None Specified

FLSA Status

Non Exempt

Approval Date

Pay Grade

Revised Date