

Hastings Public Schools Secretary Job Description

It is the policy of Hastings Public Schools to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. Job Title:** Secretary
- B. Department:** Secretarial/Clerical
- C. Education Level and Certification:** High school degree.
- D. Reports To:** Superintendent/Principal
- E. Performance Responsibilities and Job Tasks**
 - 1. Operate office equipment such as fax machines, copiers, and phone systems, and use computers for email, spreadsheet, word processing, database management, and other applications.
 - 2. Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
 - 3. Greet visitors and callers, handle their inquiries, and direct them to the appropriate people according to their needs.
 - 4. Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
 - 5. Open, read, route, and distribute incoming mail and other material and answer routine letters.
 - 6. Make copies of correspondence and other printed material.
 - 7. Review work done by others to check for correct spelling and grammar, ensure that school format policies are followed, and recommend revisions.
 - 8. Compose, type, and distribute meeting notes, routine correspondence, and reports.
 - 9. Learn to operate new office technologies as they are developed and implemented.
 - 10. Maintain scheduling and event calendars.
 - 11. Manage projects and contribute to committee and teamwork.
 - 12. Order and dispense supplies.
 - 13. Perform other tasks or duties as assigned by the Superintendent, Principal or other supervisors.
 - 14. Serve as a role model to all students.
 - 15. Serve as a positive member of the community in a way that does not negatively affect the District's reputation or image in the community.
 - 16. Refrain from engaging in conduct that interferes with the operations of the District, including the education of students.
 - 17. Develop and maintain a positive and professional working relationship with other staff and administration.
 - 18. Adhere to all District policies, rules, regulations, and supervisory directives.

19. Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
20. Adhere to the code of ethics of the District and the Nebraska Department of Education (NDE Rule 27).

F. FLSA Exempt Status: Non-exempt.

G. Essential Functions: The essential functions of the Secretary position include: (1) regular, dependable in-person attendance on the job; (2) the ability to perform the identified tasks and performance responsibilities which require effective teaching and communication skills; and (3) the ability to perform the following identified physical requirements.

H. At-Will Position. This position is an “at-will” position and may be terminated, with or without cause, at any time in the sole discretion of the Superintendent or Superintendent’s designee.

Physical Secretary Requirements		Item is not a requirement of the job NE	Occasional – up to 33% of time NE	Occasional/Essential – up to 33% of time, absolutely essential to the job E	Frequent – between 34% - 66% E	Continuous – over 66% of time E
E = Essential						
NE = Non-Essential						
Stamina						
1.	Sitting				X	
2.	Walking				X	
3.	Standing		X			
4.	Sprinting/Running	X				
Flexibility						
5.	Bending or twisting at the neck more than the average person			X		
6.	Bending or twisting at the trunk more than the average person		X			
7.	Squatting/Stooping/Kneeling		X			
8.	Reaching above the head		X			
9.	Reaching forward			X		
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)				X	
Activities						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12.	Hand/grip strength		X			
13.	Driving on the job		X			
14.	Typing non-stop				X	
Use of Arms and Hands						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)		X			
16.	Finger dexterity (typing or putting a nut on a bolt)				X	
Lifting Requirements						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder		X			
	Shoulder to overhead	X				
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead	X				
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
Pushing/Pulling						
23.	25 to 50 pounds			X		
24.	51 to 75 pounds		X			
25.	76 to 90 pounds	X				
26.	Over 90 pounds	X				
Carrying						
27.	10 to 25 pounds		X			
28.	26 to 50 pounds		X			
29.	51 to 75 pounds	X				
30.	76 to 90 pounds	X				
31.	Over 90 pounds	X				