

**GRAND RAPIDS SCHOOL DISTRICT
I.S.D. # 318
JOB DESCRIPTION**

Job Title: Secretary III

Department/Location: School Buildings

Secretary Positions:

**Activities, Assessment Coord,
Bldg/Grounds, Child Nutrition, Com
Ed, Dist Media/Tech, ECSE, Elem
Principal, HS ALC,
HS Main Counseling, IEC, Central
Enrollment, HR/Sub System,
3rd Party Billing, Transportation, BF
Secretary**

**Accountability: Principal and/or
Supervising Administrator**

Date Revised: April 2020

JOB SUMMARY: To provide advanced office support and knowledgeable and professional administrative services to students, staff and community in an efficient, courteous and timely manner so that the overall district educational objectives may be achieved. Assure the smooth and efficient operation of the school office or department.

MAJOR AREAS OF ACCOUNTABILITY:

10-15%	<u>Phones/Mail/Photocopying, Etc.:</u> <ul style="list-style-type: none"> A. Handle most phone calls for administrator/director/dept/bldg B. Handle incoming and outgoing mail/faxes for administrator/dept/bldg C. Open/prioritize/handle mail for administrator/director or dept/bldg D. Prepare, manage and arrange for mailings E. Photocopy materials as needed. Arrange for and manage copying projects F. Maintain office equipment by trouble shooting minor mechanical problems G. Maintain equipment service contracts agreements H. Maintain paper inventory and contact vendors for service
3-10%	<u>Office/Department Files:</u> <ul style="list-style-type: none"> A. Set up student and/or employee files and maintain information B. Set up general offices files and maintain information
2-5%	<u>Events/Activities:</u> <ul style="list-style-type: none"> A. Coordinate school/dept events and activity planning
10-20%	<u>Staff Support:</u> <ul style="list-style-type: none"> A. Assist and respond to staff needs involving day to day school functions B. Support administrator/director C. Provide backup department/building coverage D. Train students and train others on specific job duties E. Train employees on data base systems and the use of other programs

8-15%	<u>Scheduling/Committee Meetings:</u> <ul style="list-style-type: none"> A. Schedule administrator/supervisor meetings, set up room and prepare materials as directed for both onsite and offsite needs B. Make travel arrangements for administrator/supervisor/certified as needed C. Attend meetings to take minutes D. Attend meetings as a committee member E. Attend meetings representing administrator/director/dept or building F. Schedule substitutes
6-15%	<u>Reports:</u> <ul style="list-style-type: none"> A. Prepare, verify and file various reports used by the school district B. Verify reports for typographical and adherence to school district policies/procedures
10-15%	<u>Word Processing:</u> <ul style="list-style-type: none"> A. Word process letters/memos/minutes, correspondence, mailing labels and merges B. Create graphics, charts and presentations
14-20%	<u>Data Entry/Spreadsheet/Technology:</u> <ul style="list-style-type: none"> A. Enter, retrieve, verify, import and export data, correct and track data B. Create advanced spreadsheets with formulas, calculations and templates in multiple programs C. Responsible for data base management and/or data system management D. Develop and maintain web page E. Prepare adhoc reports F. Assist other staff with graphics, spreadsheets and general technology questions. G. Assist staff with technology software applications H. Liaison with technology staff I. Export/import data from state/federal departments and/or other agencies to construct reports as directed by the supervising administrator J. Create multi-screen applications
12-20%	<u>Purchase Orders/Accounting/Budget:</u> <ul style="list-style-type: none"> A. Prepare requisitions for purchase orders, fill requests and process. B. Count money, prepare deposits, calculate and compile figures into software C. Receive billings, payments and maintain accurate records D. Send collection notices E. Maintain inventory F. Request journal changes for budgeting coding purposes G. Reconcile transaction and process account H. Monitor and track budget entries I. Research cost comparison for supplies and equipment J. Assist with the development, management and reconciliation of the budget K. Assist with service requests
1%	<u>Professional Development:</u> <ul style="list-style-type: none"> A. Attend meetings, in-services and workshops as required
19-25%	<u>Communications (written, verbal, electronic):</u> <ul style="list-style-type: none"> A. Retrieve email prior to administrator/director B. Proofread and review written communication

	C. Compose correspondence for newsletter, staff bulletin, agenda and business letters for approval by supervisor/administrator. Some correspondence sent without supervisor/administrator review D. Create new forms for gathering information E. Interact with visitors, administrators, students, staff, parents, outside agencies, etc F. Respond with solutions/resolutions to internal and external requests (written and verbal) G. Design/implement new forms H. Complete forms for administrator approval I. Complete forms for submission without admin/director review/approval J. Prepare agendas
5-15%	<u>Office Management/Work Direction:</u> A. Assist in organizing large deadlines and mailings B. Assist in office projects to meet deadline C. Assist in scheduling of work for support staff when requested
	<u>Other Duties:</u> A. Perform related work as assigned.

CRITICAL SKILLS/EXPERTISE:

Physical Involvement:

- Position involves occasional stooping.
- Position involves frequent fingering keys for word processing and 10 key calculators.
- Position involves frequent repetitive motion in performing tasks.
- Position involves occasional lifting up to 30 pounds.
- Position requires regular periods of sitting at computer.
- Position requires occasional climbing on ladder for files in storage areas.
- Position involves listening, speaking clearly and visual acuity.

Mental Involvement:

- Position requires multi tasking while dealing with constant interruptions.
- Position requires advanced proficiency in technology.
- Position requires courteous customer service relations.
- Position requires working collaboratively with office and district staff to accomplish the goals of the district.
- Position requires flexibility and a willingness to undertake a variety of tasks, sometimes from more than one person.
- Position requires exercising confidentiality in handling School District information.
- Position requires need for extreme accuracy on a daily as well as permanent basis.
- Position requires the foreseeing and planning for upcoming scheduled events and deadlines in a timely manner.

Working Conditions:

- Normal office conditions

Supervision:

- This position may include giving work direction to students and/or supervising students waiting in office area

MINIMUM QUALIFICATIONS:**Education:**

- High School diploma or equivalent required.
- Post secondary courses in secretarial, business and office management required.
- Computer experience required.

Experience:

- 3-5 years of previous administrative support experience, including experience supporting an administrator preferred.
- Advanced computer experience preferred.
- Prior experience in an educational setting preferred.

Special Knowledge or Skills:

- Advanced ability to provide oral and written communication in individual and large group settings.
- Ability to vary sequence of duties.
- Advanced knowledge and application of computer skills.
- Ability to inter-relate with others and present a positive interaction with public, peers and administration in all communications.
- Ability to complete work with minimal work direction from supervising administrator.

Equipment, Machines, Tools, Electronic Devices, Software:

- Operate multi-line telephone system.
- Operate computer, printer, photocopy machine, fax machine and calculators, etc.
- Advanced proficiency or ability to learn various software applications.

JOB OUTCOMES:

- Projects a positive, cooperative and respectful attitude with students, parent, employees and community members.
- Maintains confidentiality, security, and accuracy regarding all records.
- Support students and staff by providing services that support the educational activities and programs.
- Coordinates office activities to create an effective and efficient mode of operation.

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.