

## **JOB DESCRIPTION**

**Title:** Administrative Secretary 12 month – 10 month  
B-10 A-12

**Reports To:** Assigned Administrator

**Salary Grade:**

**FLSA Status:** Non-exempt

**Date:** July 1, 2013

### **JOB SUMMARY:**

Perform duties to provide clerical and administrative support.

### **ESSENTIAL JOB FUNCTIONS:**

- Serves as receptionist for visitors to the school or office and answers telephone, records messages and maintains communications records.
- Responsible for copying, typing and preparing necessary memos and other correspondence.
- Prepares financial deposits and maintains financial records.
- Establish and maintain required records and files.
- Collects, maintains and organizes pertinent data as requested and is puts it into a usable form (i.e. EMIS).
- Performs bookkeeping tasks associated with specific building position (i.e. petty cash account, purchase orders, cash deposits, student activity account, etc.).
- Greets visitors courteously, assists them with the purpose of their visit and directs them to appropriate person and/or location and checks appointments.
- Distributes inter-office and intra office messages and mail.
- Maintains and orders office supplies and other requested materials.
- Completes student attendance reports/profiles and assists with preparation of court referrals.
- Inputs data regarding staff and student attendance and prepares reports regarding same as required, including use of the District's electronic and manual data storage systems.
- Maintains positive working relationship with staff, public, students and administration.
- Maintains current knowledge of Board of Education policies, department policies and the negotiated agreement which apply to the employee along with the ability to interpret and follow the policies and procedures.
- Completes assigned tasks within specified time limits and is punctual.
- \*Any other related duties as assigned by the administrator.

### **NON ESSENTIAL JOB FUNCTIONS:**

- Attend meetings/professional development classes, as required by the District.

### **MINIMUM REQUIREMENTS:**

High school diploma or equivalent. Computer proficiency, typing proficiency and clerical skills. Working knowledge of Windows based software and other software packages as required by the District. Ability to handle sensitive, confidential information. Demonstrate an ability to deal with the public tactfully and courteously and work harmoniously with parents, students and other employees. Able to pass Federal/State mandated background checks and substance abuse tests as determined by the District.

**WORKING CONDITIONS:**

Most time is spent in an office environment. The employee will be required to sit for extended periods and will spend a portion of their time on the telephone. Must be able to bend, stoop, walk, and lift and push minimal loads at various times. A considerable amount of time will also be spent working on a computer. The employee must have close vision ability and be able to operate the required equipment. Interpersonal contact is required. Must have excellent language and speaking skills. Potential exposure to human blood, bodily fluids, tissue or other infectious materials.

**TERMS OF EMPLOYMENT:** 10 or 12 months as determined by the District. Hourly rate as determined by placement on the negotiated salary schedule.

*The information contained within this job description is for compliance with Americans with Disabilities Act (ADA) and is not an exhaustive list of duties for this position. Additional duties will be performed by the individual holding this position and additional duties may be assigned in the future.*

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

\*Disputes over assignment of related tasks shall be subject to expedited binding arbitration.