

Missoula County Public Schools Job Description

Job Classification: Substitute Secretary

Reports to/Supervised by Varies

Note: *In the event successful substitute secretary applicants apply for permanent MCPS positions in the future, it is the applicant's responsibility review the requirements for complete applications and to submit all required application materials. As an example, permanent secretary openings require submission of specific Job Service tests..*

ESSENTIAL DUTIES AND RESPONSIBILITIES may include but are not limited to the following. Other job-related duties may be assigned

A. Supports Office Operations by performing one or more of the following functions:

- Coordinating office communications
- Greeting and assisting walk-in visitors, students, staff, and parents
- Responding to technical, programmatic, and operational inquiries with information, materials, or referrals
- Composing, typing, and proofreading correspondence and reports
- Developing, updating, and distributing information materials
- Coordinating meetings, activities, and events
- Maintaining and coordinating schedules as assigned
- Arranging conferences, meetings, programs, and training seminars
- Attending meetings, taking notes, and keeping records
- Compiling, maintaining, and reporting data
- Analyzing, interpreting, and recording data for customized data management systems
- Developing standard and specialized reports for budget, enrollment, attendance, statistics, and book inventory
- Compiling and maintaining attendance rosters, enrollment counts, statistical records, and other reports
- Maintaining confidential administrative files and cumulative student records
- Reviewing and processing leave requests, substitute assignments, and evaluations
- Providing quality assurance reviews of reports and data
- Monitoring payroll timesheets
- Bookkeeping and operational processes
- Coordinating, maintaining, and reconciling accounting data
- Compiling standard and customized budget and accounting reports
- Processing mileage reports, invoices, work orders, property damage/loss forms, and insurance claims
- Collecting funds and maintaining accurate transaction records for student activities and services
- Monitoring, recording, and maintaining special accounts
- Maintaining petty cash
- Maintaining office supplies and equipment
- Ordering supplies, equipment, and materials
- Processing warehouse requisitions, purchase orders, print shop requisitions, and catering forms
- Maintaining inventory, following up on orders, distributing supplies, and maintaining accounting records
- Troubleshooting and repairing office equipment
- Coordinating advanced equipment repairs with technical specialists or vendors

B. Provides Student and Customer Services by performing one of more of the following functions:

- Providing academic support services
- Assisting with registration
- Processing transcript requests
- Completing forms for entry into other schools, colleges, and/or military organizations
- Coordinating MHSA student eligibility for activities
- Coordinating ABE, GED, Compass, and related testing services
- Providing campus support services
- Receiving student deliveries
- Assigning and processing locker requests
- Maintaining lost and found
- Issuing parking permits
- Coordinating sales, fees, and receipts
- Selling bus and lunch tickets
- Selling tickets for athletic and other school events
- Collecting and recording activity fees
- Collecting and recording book fines
- Arranging and assisting substitutes

C. Provides Assistance to the Department/Program as outlined in District-approved supplemental job description/addendum, including but not limited to:

- Adult Education Secretary II
- CSPD Secretary II
- Visual Arts Secretary II
- Central Library Services Secretary II
- Medicaid Billing Secretary II
- High School Special Services Secretary II but not limited to Title IV, V, IX, & I
- ABE Secretary II
- Custodial Sub Dispatcher Secretary II
- Special Services Secretary II (Admin)

D. Maintains a cooperative and professional relationship with staff & supervisors by:

- Establishing and maintaining effective and cooperative relationships with those contacted in the course of work
- Communicating effectively with those contacted in the course of work

E. Maintains a high level of ethical behavior and confidentiality of any information regarding students, personnel, and all job-related matters.

MINIMUM QUALIFICATIONS:

Education

Equivalent of a high school diploma.

Supplemental courses in office organization or secretarial skills preferred.

Any combination of training and/or experience that provided the desired knowledge and abilities.

Experience

- Prior service demonstrating responsible office experience, preferably in a school district preferred.

Knowledge, Skills and Abilities

- Skills, knowledge and ability in the operation of standard office equipment
- Skills, knowledge and ability with word processing, and electronic mail software.
Ability to work with spreadsheets preferred.
- Skills knowledge and ability in business English, composition, punctuation, spelling and grammar
- Demonstrated ability to greet and direct visitors and staff in a pleasant, professional manner required
- Ability to work efficiently and with a service-oriented attitude under stressful situations with constant interruptions.
- Ability to maintain confidentiality of employment and student matters.
- Skills, knowledge and ability in basic mathematical computation
- Ability to organize, prioritize and coordinate activities
- Ability to perform recordkeeping and filing
- Ability to type
- Ability to multi-task
- Ability to perform duties with speed, accuracy and attention to detail
- Demonstrated ability to understand and carry out oral or written instructions
- Demonstrated ability to act with initiative and good judgment
- Demonstrated ability to communicate effectively orally and in writing
- Demonstrated ability to adapt to such alternatives to the above as the District may find appropriate and acceptable

Physical Demands: The physical demands that must be met by an employee to successfully perform the essential functions of this job may include sitting, standing for long periods of time, bending, kneeling, walking, lifting or moving up to 10 lbs., lifting or moving up to 20 lbs. with assistance, twisting at the neck and the waist, light to moderate repetitive use of hands, wrists and forearms while working on a computer. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus. Specific audio abilities required by this job include the ability to perceive the nature of a sound.

Work Environment: The work environment an employee encounters while performing the essential functions of the job may include an open office environment with noise and frequent interruptions; dealing with time constraints; managing multi-tasks and repetitive tasks.

Team Responsibilities: Employee works independently with infrequent supervisory instruction,

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

