

## **JOB DESCRIPTION**

**PARMA CITY SCHOOL DISTRICT**  
**5311 Longwood Ave. • Parma, Ohio 44134**

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### **S-4 SECRETARY**

WORK SCHEDULE: 40-52 Weeks

JOB CLASSIFICATION: S-4

SALARY SCHEDULE: 5; Code D

CIVIL SERVICE: Classified

RESPONSIBLE TO: Building Principal, Administrator or Supervisor

QUALIFICATIONS:

1. Ability to type from clear copy at a speed of 55 words per minute.
2. Knowledge of proper filing methods and procedures.
3. Ability to operate standard office equipment.
4. Ability to keep records accurately.
5. Ability to spell correctly and use good English.
6. Minimum competency in mathematical skills.
7. Ability to make individual decisions based on established policies and procedures.
8. Ability to deal with the public in person and on the telephone graciously and in a business like manner.
9. Ability to maintain confidentiality of information.
10. Ability to meet deadlines.
11. Ability to serve in supervisory capacity.
12. Three years of related office experience.
13. Must have good attendance record.
14. Must know Word, Access, and Excel

### **ADDITIONAL DESIRED QUALIFICATION:**

Word Processing skills.

### **MAJOR FUNCTION:**

Under the direction of the administrator performs a wide variety of secretarial and clerical functions and is responsible for the efficient operation of the office or department which involves the exercise of independent judgment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Type and transcribe dictation as required.

2. Type and disseminate bulletins, memos, reports, appraisals, curriculum, etc., from administrator.
3. Compose correspondence, bulletins, memos and rosters as directed by the administrator.
4. Perform research, collect data, and prepare reports as needed.
5. Be responsible for records and procedures dealing with finances, bookkeeping, purchase order processing and ordering as directed by the administrator.
6. Maintain department files and the confidentiality of those files.
7. Screen calls for the administrator and maintain an efficient telephone service, being particularly sensitive to a favorable image being projected for that office.
8. Exercise individual judgment in interpreting established policies and procedures. Often times selecting from a variety of previously established ones.
9. Be responsible for general office routine unique to that office covering a complete range of clerical functions. Some supervisory responsibilities.
10. Perform other related duties assigned.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit, talk or hear, stand, walk and stoop. The employee is frequently required to reach with hands and arms and will frequently repeat the same hand, arm or finger motion such as when typing. The employee is required to walk up and down stairs to various departments. The employee is frequently required to sit and type for long periods of time. The employee is continuously required to sit and interact with public and staff while meeting multiple demands from several people. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

Human Resources, 10/97  
jc 9/17