PARMA CITY SCHOOL DISTRICT
5311 LONGWOOD AVE. • PARMA, OH 44134

JOB DESCRIPTION

S-5 SECRETARY

WORK SCHEDULE: 41-52 Weeks

JOB CLASSIFICATION: S-5

SALARY SCHEDULE: 5; Code E

CIVIL SERVICE: Classified

RESPONSIBLE TO: Building Principals/Directors

QUALIFICATIONS:

1. Five years of related office experience.
2. Demonstrated knowledge of various computer programs such as: Word and Excel..
3. Ability to learn and utilize new software programs as they are acquired and/or updated.
4. Ability to type from clear copy at a speed of 35 words per minute.
5. Knowledge of proper filing methods and procedures.
6. Ability to operate standard office equipment.
7. Ability to keep records accurately.
8. Ability to spell correctly and use good English.
9. Minimum competency in mathematical skills.
10. Ability to make individual decisions based on established policies and procedures.
11. Ability to deal with the public in person and on the telephone graciously and in a business-like manner.
12. Ability to maintain confidentiality of information.
13. Ability to meet deadlines.
14. Ability to serve in a supervisory capacity.
15. Ability to apply common sense understanding to carry out instructions furnished in written or oral form.
16. Ability to deal with several problems simultaneously.
17. Possess regular and predictable attendance.

MAJOR FUNCTIONS:

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 disseminate bulletins, memos, reports, appraisals, etc. from the 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 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 to a great degree requiring analysis in interpreting policies and procedures.

9. Be responsible for general office routine unique to that office which involves supervisory responsibilities for a complete range of clerical functions.

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, 7/01