

Secretary Job Description

Reports to: Assigned administrator/supervisor

Job Objective: Performs office duties that support effective school services. *NOTE:* Skill sets and autonomy vary by position. Classification, contract duration, wage rate, work schedule, benefits eligibility, etc., are determined by FLSA status and the collective bargaining agreement.

Minimum Qualifications:

- High school diploma or GED. Secretarial skills verified by training and/or work experience.
- Ability to identify and correct syntax, number usage, punctuation and spelling errors.
- Consistently performs accurate math calculations.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Office-related technology skills deemed essential at the time of hire.
- Speaks clearly using correct grammar. Bilingual ability is advantageous.

Essential Functions:

- 1. Performs secretarial and ancillary duties that facilitate the timely attainment of district objectives. Keeps informed about program and procedure changes.**
 - Collects and organizes information. Confirms data to prevent entry errors. Prepares documents using database, presentation application, spreadsheet and word processing software.
 - Maintains an effective records management system. Files and retrieves information.
 - Completes assigned tasks within required time-frames.
 - Collaboratively develops effective solutions for work-related problems.
 - Greets office visitors. Offers assistance. Directs inquiries to appropriate staff.
 - Answers and directs telephone calls to appropriate staff. Writes accurate messages when staff members are not available.
 - Sorts/distributes mail. Prepares photocopies. Scans documents. Collates printed materials.
 - Investigates vendor prices. Assists with Invitation for Bid (IFB) and Request for Proposal (REP) procedures. Maintains procurement files (e.g., letters, contracts, confirmations, guarantees, etc.).
 - Reorders office supplies as needed to maintain reliable service levels.
 - Receives office deliveries. Verifies contents with packing lists/purchase orders. Reconciles invoices for payment. Maintains a transaction/account balance ledger.
 - Coordinates preparations for meetings. Attends meetings to transcribe minutes when requested.
 - Provides back-up support for other departments. Assists with special projects as directed.
- 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Maintains the confidentiality of privileged information.
- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Provides prompt notification of personal delays or absences.
 - Refers policy interpretation questions to an appropriate administrator.
 - Seeks clarification when directives are unclear.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to use task-appropriate technology effectively.
- 5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.**
 - Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The Southwest Licking Local School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures and current contractual agreements. © 2016 All Rights Reserved. Whittle Consulting Group, LTD.