



## Job Description

**Job Title:** Secretary/Clerical

**Department:** Secretary

**FLSA Status:** Non-Exempt

### **General Definition of Work:**

Performs intermediate skilled administrative support work maintaining system and student records, answering phones, greeting visitors, assisting with the communication and execution of staff and student events, and related work as apparent or assigned. Work is performed under the supervision of the Building Principal.

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

### **Essential Functions:**

Must be personable, friendly, positive, confidential, and work well in multitasking environment. Works well under pressure. Greets visitors at desk and assists in maintaining a secure front entrance. Must be able to handle all parent and student concerns, or know how to direct them to the appropriate individual. Provides customer service to students, staff, parents, visitors and the general public. Compiles, maintains and updates records including student and personnel data, billings, and school club accounts. Receives, receipts and accounts for funds. Performs advanced secretarial and routine clerical work involving tasks such as maintaining statistical information, inputting data in student information system, serving as a liaison for departments, distributing messages, finding substitutes when necessary, copying, managing activity money, faxing, processing incoming/outgoing mail, filing, typing documents in a variety of software programs, creating charts, assigning locations, and providing customer service to internal and external sources. Coordinates document preparation and distribution which includes: selecting appropriate forms and formats, composing correspondence, charts, memorandum, and minutes, and editing the work of others. Assists in the preparation for special

student events including registration, open houses, conferences, graduation and information nights. Coordinates and schedules various meetings and reservations including meetings with counselors, principal, staff, parent/teacher conferences, usage of gyms, auditoriums, classrooms and other areas. Manages and reports staff absences and compensable time. Assist substitute teachers and paraprofessionals in daily check-in and orient them to the building layout; assist in the securing of substitutes. Generates and codes purchase orders, vouchers and billings for supplies, medical assistance, student technology, vendors, public and private resources and/or bus and van services, or other items requested by the building principal. Orders various supplies for office, building, medical, and/or equipment from appropriate vendors. Prepares school calendar, newsletter, electronic notifications and bulletins as directed. Assists with emergency/disaster situations. Maintains accurate student and staff databases. Supports other clerical building staff. Provides supervision in halls, cafeterias, playgrounds, and bus areas as directed. Performs the duties of the attendance secretary or registrar when assigned. Manage student behavior, as required. Performs additional duties as assigned by the principal.

**Knowledge, Skills and Abilities:**

Thorough knowledge of standard office practices, procedures and equipment; thorough knowledge of school system routines and procedures; general knowledge of school policies and regulations; thorough knowledge of business English, spelling and arithmetic; general skill operating standard accounting software; thorough skill in oral and written communication; thorough skill using personal computers and related software packages, hardware and peripheral equipment; skill using standard attendance software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to organize and perform work independently; ability to type accurately and at a reasonable rate of speed; ability to meet the public effectively; ability to establish and maintain effective working relationships with students, parents, associates, administrators and community members.

**Education and Experience:**

High school diploma or GED or equivalent combination of education and experience.  
Associates/Technical degree preferred.

**Physical Requirements:**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements:** None.

**Last Revised:** 6/2021

