

CLASSIFICATION TITLE: School Secretary

Salary Range: 17

DESCRIPTION OF BASIC RESPONSIBILITIES:

To assist the program administrator in the daily operation of assigned program site(s) by performing a variety of responsible secretarial support functions and to direct and coordinate the clerical work flow and activities processed through a site office.

SUPERVISOR:

Program Administrator as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Customer Service:

Maintains an effective communication link between department or unit and those contacted during the normal course of business; upon urgent/emergency situations in the absence of the Program Administrator, directly communicates to service providers who would be needed in the situation and/or parents of students (s) involved; initiates, receives, and routes telephone calls; assists and advises customers; researches customer inquiries; mails and/or faxes materials requested to customers; directs customers to appropriate person or department as needed; interprets and explains department/unit policies and procedures to the public, parents, students, or other staff, which may include informal complaints; may act as receptionist.

Office/Administrative Support:

Processes incoming/departing pupils as required, processes related forms/records, sets up pupil information files, maintains daily attendance records, prepares periodic reports/notices; secures substitutes for Teachers, Para-Educators and Interpreters; may temporarily supervise pupils housed in office area; collects money from students/staff for meals, activities, and functions, receives and deposits in appropriate account or forwards to County Office; confers with and assists various community agencies; obtains, verifies, and provides information; provides information to children and/or parents as necessary; assist families and students with necessary paperwork; may perform basic First Aid to students in accordance with established policies and guidelines.

Using a computer, creates, formats, updates, and prepares correspondence including letters, memos, reports, handbooks, manuals, certificates, flyers, bulletins, forms and other documents; independently answers routine correspondence; prepares reports from draft notes or transcription; prepares agendas and other meeting related materials; takes, types and distributes meeting minutes; edits documents; maintains routine and confidential files; researches information using a variety of sources including computers and provides follow-up reports.

Responsible for scheduling and maintaining calendars, appointments and meetings for administrator/staff; coordinates and organizes conferences, workshops, in-services or meetings including coordinating calendars, arranging for rooms, setup, and refreshments, procuring and arranging for delivery of equipment and materials needed; coordinates travel arrangements for staff; arranges for maintenance/repair of site equipment/building as directed; orders supplies and equipment for department or unit ensuring adequate levels are maintained; may sort and distribute mail; attends meetings as required; operates standard office equipment.

Record Keeping:

Responsible for establishing and maintaining all types of office filing and record keeping systems, including confidential student and medical records, using both manual and computer database systems; maintains complex records detailing department or unit activities; keeps statistics and prepares reports as necessary; initiates and completes forms which may include budget requests, purchase orders, work orders, conference/travel claims, mileage claims, time sheets and other related forms; budget codes

invoices/bills and sends to County Office for payment; may collect monies to forward to financial services for material/services provided by department/unit; assists administrator in performing other record keeping functions as required.

MINIMUM QUALIFICATIONS:

Education, Training, and Experience:

Any combination of training and/or experience which demonstrates the ability to perform the duties as described. Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position.

Knowledge of:

Standard clerical procedures and office operations; English grammar, punctuation, and spelling; business formatting of documents; basic research techniques; computer and database use; standard types of office filing systems; proper telephone etiquette; basic arithmetic functions.

Skill and Ability to:

Operate standard office equipment including computer, copier, typewriter, and calculator, etc.; accurately prepare, create, edit and design memos, reports, letters, forms and other documents; utilize computer equipment at a level which allows for the maintenance of a complex database and management information system; communicate effectively both in oral and written form; organize and prioritize work; read, interpret, and apply rules, laws, and procedures; follow instructions; work independently; maintain the confidentiality and security of sensitive information and files; deal effectively with students, parents, staff, and the general public.

Desirable Skills:

Bi-lingual skills; Possession of a valid First Aid Certificate, including competency in CPR/AED/EpiPen.

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Occasional lifting up to 25 lbs, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling; manual dexterity to operate a telephone and enter data into a computer; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.