



# JOB DESCRIPTION

<b>Number: 41070</b>	<b>Title:</b>	<b>Administrative Secretary</b>	
<b>Nature of Position</b>	This position is responsible for assisting and supporting departmental staff with secretarial and clerical requirements as well as customer service responsibilities, to promote the efficient and effective operation of the department.		
<b>Reports To</b>	<b>Title:</b>	<b>Administrator</b>	
<b>Education</b>	<b>Required</b>	<ul style="list-style-type: none"> <li>• High School diploma</li> </ul>	
	<b>Preferred</b>	<ul style="list-style-type: none"> <li>• Coursework or degree in secretarial science or business</li> <li>• Certification as a professional secretary</li> </ul>	
<b>Experience, Skill, and Certification</b>	<b>Required</b>	<ul style="list-style-type: none"> <li>• At least three years of experience in a secretarial or high-level clerical role</li> <li>• High level of proficiency in word processing, spreadsheet, and other office-related software packages</li> <li>• Experience in work environments that include high volumes of telephone calls and walk-in customers</li> <li>• Demonstrable skills in both oral and written communications, including the ability to draft correspondence for review by management</li> <li>• Experience with standard office equipment and procedures</li> <li>• Ability to use judgment to make or recommend decisions related to escalation of issues or other related situations based on departmental, school or Board policy</li> </ul>	
	<b>Preferred</b>	<ul style="list-style-type: none"> <li>• Work history of progressively responsible positions</li> <li>• Experience with the district's purchasing, timekeeping, and other related processes</li> </ul>	
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Serves as the "first face and voice" of customer service for the department and the District. Ensures that telephone calls are answered, screened and routed promptly, and that visitors to the office are greeted, signed-in, and directed to the proper place.</li> <li>2. Serves as a liaison between parents, Principals, and other staff members. Processes field trip request forms, disciplinary packets, parent concerns either in/out the office or routed throughout the various schools.</li> <li>3. Assists in the preparation and completion of reports, communication to staff, and correspondence.</li> <li>4. Prepares and maintains confidential records and reports pertaining to payroll, finance, and purchase orders routed through the office. Serves as a liaison with vendors and contractors for quotes.</li> <li>5. Maintains a schedule of appointments as required.</li> <li>6. Makes arrangements for conferences, interviews, travel and so on. Keep records and reports for all arrangements. Assists with coordination of special events.</li> <li>7. Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form. Assists in researching and preparing varied reports, processing and monitoring work agreements, workflows, workflow approvals, and presentations.</li> <li>8. Files correspondence or other records in prescribed manner according to the practice of the department.</li> <li>9. May have regular responsibilities that are specific to the department. These would be listed in an attached memo from the supervising administrator.</li> <li>10. Performs other duties as necessary for the effectiveness of the organization.</li> </ol>		
<b>Terms of Employment</b>	Incumbents will be considered "at will." Appropriate pay will be determined based on the Grade (7) as determined by Human Resources and allowable experience. This is a 250 day position.		
<b>Approvals</b>	Director Level		DATE
	Chief Level		DATE
	Human Resources		DATE
	Superintendent		DATE

Revised 09/2018



# JOB DESCRIPTION SUPPLEMENT

<b>Number:</b> 41070	<b>Title:</b> Administrative Secretary
<b>Non-Essential Responsibilities</b>	<p>A responsibility is considered to be "non-essential" (for the purposes of compliance with the Americans with Disabilities Act) if:</p> <ul style="list-style-type: none"> <li>• it is shared between multiple incumbents in the job; or</li> <li>• it could be performed by an employee in another job within the workgroup.</li> </ul> <p>Note the responsibility number from the list in the "Duties and Responsibilities" section for those responsibilities that could be considered "non-essential" based on this definition.</p>
	(None)
<b>Physical and Sensory Demands</b>	<p>Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensory effort, please list the requirements in this section. Check the box that is applicable for this position and complete any necessary information.</p>
	<p><input checked="" type="checkbox"/> <b>OFFICE</b> Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.</p>
	<p><input type="checkbox"/> <b>CLASSROOM</b> Employees in this category spend at least most of the workday in a typical classroom or related educational environment. There will be prolonged periods of standing or walking, and there may be frequent bending, stooping, or stretching. There are occasions that require the lifting or pulling of equipment or supplies. Reading, listening, writing, and speaking are requirements. There are few exceptional physical or sensory demands, but there may be occasions that require the lifting or restraint of a student.</p>
	<p style="text-align: center;"><b>EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS</b> (Check any that apply to this job and complete the required information.)</p> <p><input type="checkbox"/> Heavy lifting of up to _____ pounds</p> <p><input type="checkbox"/> Frequent climbing up to _____ feet, and/or working on building roofs.</p> <p><input type="checkbox"/> Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.</p> <p><input type="checkbox"/> Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.</p> <p><input type="checkbox"/> Sitting or standing for extended periods with no control over rest periods.</p> <p><input type="checkbox"/> Other: _____</p>