



JOB DESCRIPTION

Number: 41060, etc.	Title:	Secretary	
Nature of Position	This position is responsible for performing a variety of secretarial, clerical, and receptionist functions.		
Reports To	Title: (The immediate supervisor will be specified in the job posting.)		
Education	Required	<ul style="list-style-type: none"> • High school diploma 	
	Preferred	<ul style="list-style-type: none"> • College level courses in business or secretarial science 	
Experience, Skill, and Certification	Required	<ul style="list-style-type: none"> • At least one year of experience in a secretarial or clerical role • Demonstrable knowledge of basic office procedures and equipment including Microsoft Office suite and internet activities • Demonstrable ability to work independently, within guidelines, and in a timely and efficient manner • Written and oral communications skills as well as interpersonal skills to allow for work with customers and other employees in an appropriate manner; including good English grammar skills • Demonstrable skills in personal and business organization, recordkeeping, and attention to detail 	
	Preferred	<ul style="list-style-type: none"> • Work experience within the district and on district systems 	
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Performs duties such as typing, filing, data entry, statistical reporting, and other similar duties. 2. Creates and maintains efficient documentation control and filing systems; routes and processes computer input/output documents; ensures the systematic review of records; performs general office duties. 3. Maintains a schedule of appointments as required. 4. Makes arrangements for conferences, interviews, travel and so on. 5. Screens and directs telephone calls and department visitors as appropriate. 6. Maintains proper inventories of materials, supplies and equipment. 7. May have regular responsibilities that are specific to the department. (These would be listed in an attached memo from the supervising administrator.) 8. Maintains up-to-date knowledge of systems, policies, practices, and departmental-specific laws and regulations. 9. Performs other duties as necessary for the effectiveness of the organization. 		
Terms of Employment	Incumbents will be considered "at will." Appropriate pay will be determined based on the Grade as determined by Human Resources and allowable experience. The work calendar will vary depending on the location of the position. (G-6)		
Approvals	Director Level		DATE
	Chief Level		DATE
	Human Resources		DATE
	Superintendent		DATE



JOB DESCRIPTION SUPPLEMENT

Number: 41060, etc.

Title: Secretary

Non-Essential Responsibilities

A responsibility is considered to be "non-essential" (for the purposes of compliance with the Americans with Disabilities Act) if:

- it is shared between multiple incumbents in the job; or
- it could be performed by an employee in another job within the workgroup.

Note the responsibility number(s) from the list in the "Duties and Responsibilities" section for those responsibilities that could be considered "non-essential" based on this definition.

Physical and Sensory Demands

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.

OFFICE 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.

CLASSROOM 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.

EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS (Check any that apply to this job and complete the required information.)

- Heavy lifting of up to _____ pounds
- Frequent climbing up to _____ feet, and/or working on building roofs.
- Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.
- Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.
- Sitting or standing for extended periods with no control over rest periods.
- Other: _____