

Job Description

Job Title: **Secretary**
 Job Family: **Central Administration Support**
 Pay Program: **Classified**
 Prepared/Revised Date: **November 18, 2010**

Job Code: **1320**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 16**
 Typical Work Year: **12 months**

SUMMARY: Assist manager, director, administrative secretary, other staff, programs or departments with secretarial, administrative and clerical support as needed.

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

Job Tasks Descriptions	Frequency	% of Time
1. Assist with bookkeeping, place and track supply orders, prepare basic reports, and collect fees. Assists in preparing reports, deposits, reconciling accounts and other activities.	D	25%
2. Assist secretary with employee time & attendance, related duties and reports and other department processes.	D	25%
3. Provide clerical support to other individuals, departments, programs and /or offices. This may include phones, reception duties, assisting public, typing, data entry, preparing memos, correspondence, bulletins, etc. Compiling and distributing material, brochures, etc.	D	25%
4. Assists with monitoring and maintaining department records and files.	D	10%
5. Perform other job-related duties as assigned including providing backup coverage to other department positions.	Ongoing	15%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Minimum of 2 years experience with computers and general office.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- If working in the Records Department, applicant must successfully complete a pre-hire, post-offer physical abilities examination.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of district financial and department databases preferred.
- Ability to maintain confidentiality in all aspects of the job.
- If position is in the Assessment area, ability to successfully complete a pre-hire, post-offer physical examination.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with word processing software.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Assistant Director, Manager, Administrative Secretary	Various

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate			X	
Copy			X	
Coordinate		X		
Instruct	X			
Compute			X	
Synthesize	X			
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	