

POSITION DESCRIPTION

POSITION TITLE: SECONDARY SCHOOL SECRETARY

I. ACCOUNTABILITY OBJECTIVES: Serves as secretary to the building principal and is responsible for completing related clerical work. Serves as a resource to staff, students and parents concerning general administrative policies and procedures.

II. POSITION CHARACTERISTICS:

Salary: On schedule

Length of contract: 12 months

III. POSITION RELATIONSHIPS:

Reports to: Building principal

Coordinates with: Building staff, students

Type of coordination: As directed by administrator or others with coordination responsibilities

IV. POSITION QUALIFICATIONS:

A.Desired training and experience: graduation from high school and additional advanced course work in secretarial science; recent responsible office experience; experience/training in word processing and/or computers.

B.Special requirements of the position:

- 1.Knowledge of modern office methods and procedures.
- 2.Ability to perform varied and complex clerical tasks.
- 3.Ability to operate a variety of modern office machines and equipment, including dictation equipment and computer software.
- 4.Ability to keyboard at 60 words per minute.
- 5.Ability to maintain accurate and complete records and prepare clear and detailed reports.
- 6.Knowledge of school programs, operation and policy.
- 7.Ability to explain and interpret the policies of the school/district to employees, students and the public.
- 8.Ability to establish and maintain effective public and working relationships.
- 9.Good organizational skills.
- 10.Ability to maintain confidentiality.

V. POSITION RESPONSIBILITIES:

A.Develops working knowledge of all building clerical positions.

B.Maintains positive public relations with staff, students, parents and general public.

C.Assists in the coordination of school functions.

D.Handles phone calls and processes mail.

E.Performs secretarial work and minor administrative details as requested by the building principal.

- F.Schedules conferences for principal, greets visitors, determines nature of business and directs visitors to appropriate person.
- G.May receive payments, issue receipts and maintain bookkeeping records.
- H.May assist with registering students and maintaining student record system.
- I.Composes and types routine correspondence, files correspondence and prepares a variety of records, schedules, calendars and bulletins.
- J.Requisitions and distributes office supplies.
- K.Operates a variety of office machines and equipment.
- L. Maintains building web page.
- M.Performs other duties as assigned.

(Revised 12/88, 12/2014)