

DEPARTMENT SECRETARY

Grade 5

Purpose Statement

The job of District Office Secretary is done for the purpose/s of performing a variety of specialized and complex clerical work; maintaining specific records and files pertaining to specialized activities or programs; providing complex secretarial support to department; and providing assistance as requested and assigned.

This job reports to Assigned Supervisor

Essential Functions

- Assists in maintaining departmental budget (e.g., budget data, employee records, financial records, reports, etc.) for the purpose of providing up-to-date historical reference in accordance with established administrative guidelines and legal requirements.
- Assists with records requests
- Assists with maintaining educational records (e.g., SSTs, 504's, transfers, IEP's, court orders, etc.) for the purpose of ensuring compliance with federal, state and local regulations.
- Assists with the coordination and communication of transportation services for students (e.g., special education, foster, homeless, etc.) for the purpose of ensuring necessary transportation to and from school is accomplished.
- Contacts other agencies, districts, schools and district employees for the purpose of discussing departmental procedures and records maintained by District.
- Provides authoritative information to appropriate administrative personnel (e.g., District records, etc.) for the purpose of ensuring accurate and courteous communication.
- Compiles data and information from a variety of sources (e.g., necessary information for reports and appropriate agencies, community entities and individuals, etc.) for the purpose of providing up-to-date historical reference in accordance with established administrative guidelines and legal requirements.
- Implements a variety of difficult clerical work (e.g., answering phones, duplicating materials, typing, proofreading, filing, opening and routing mail, checking and recording necessary information, compiling information, preparing reports, maintaining filing systems, management information systems and databases, etc.) for the purpose of ensuring organized, accurate completion of office processes and ensuring compliance with District, State regulations.
- Maintains a wide variety of manual and electronic documents files and records (e.g., databases, spreadsheets, specialized reports, department action plans, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Operates computer hardware and office machines for the purpose of providing optimal office operation.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or

receiving information, recording minutes, and supporting the needs of the attendees.

- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information.
- Performs complex secretarial and clerical processes (e.g., composing a variety of letters, maintaining files, scheduling and coordinating appointments, etc.) for the purpose of ensuring effective and efficient organization and implementation of Student Support Services office processes and procedures.
- Provides program assistance (e.g., all vendor processes, travel costs, conference costs, etc.) for the purpose of ensuring accurate accounting of vendor services and compliance.
- Reviews documents and materials for the purpose of ensuring accuracy, providing historical documentation and complying with established procedures and regulations.
- Schedules a variety of District meetings (e.g., conferences, hotels, air travel, etc.) for the purpose of providing implementation of necessary processes.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; communicating effectively when speaking or writing; making complex arithmetical calculations with accuracy and speed; using independent judgement in making decisions; supervising work of other clerical personnel using tact and good judgement in situations requiring specialized knowledge; and compiling and preparing complex reports.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; office practices and procedures; District policies, rules and regulations; and record retrieval and storage systems.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships;

working as part of a team; solving problems independently; working with frequent interruptions; and keyboarding at a speed sufficient for job requirements.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units are often required to perform the job's functions. There is a continual opportunity to impact the organization's

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education (Minimum): High school diploma or equivalent.

Equivalency: Education equivalent to completion of 12th grade.

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates and Licenses

None Specified

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non-Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.