

TITLE: SCHOOL SECRETARY

QUALIFICATIONS:

1. Knowledge of modern office practices and procedures and skill in operation of common office equipment, including computer and word processing equipment
2. Experience in secretarial/clerical work of responsible nature
3. Ability to take and transcribe shorthand desirable; proficiency as typist; ability to make accurate arithmetical computations
4. Ability to follow oral and written directions; ability to use independent judgment and coordinate work of others
5. Ability to work effectively with staff, students and public
6. Ability to learn and administer first aid, CPR and other health services
7. Must pass required tests

REPORTS TO: Principal

JOB GOAL: To provide services which contribute to effective operation of school office

PERFORMANCE RESPONSIBILITIES:

1. Performs secretarial duties of complex and responsible nature; may take and transcribe dictation; composes correspondence; operates office machines, computer terminal and word processor; types letters, masters, requisitions, permits, records, lists and other documents; processes and distributes mail; answers telephone; schedules appointments and meetings
2. Answers inquiries and provides information of specialized or confidential nature requiring use of discretion and independent judgment within limits of established policies and procedures
3. Prepares and accurately maintains variety of reports, records and files relating to students, staff, operations and activities
4. Sets up and maintains files; maintains inventories and related records; monitors budget as directed
5. Provides first aid, CPR and other health services as required
6. Maintains accurate absence records and reports for school staff; prepares time sheets and time cards as required
7. Trains and provides work guidance for other staff as assigned
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 24

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable