

PERSONNEL

SCHOOL SECRETARY I **Salary Schedule 5 Range 6.5**

DEFINITION

Under supervision of the site administrator or designee, to act as secretary to a school principal; to assist the principal and Secretary II or Secretary III by relieving him/her of clerical details; to perform a wide variety of responsible clerical work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are characterized by the relatively small amount of supervision received, since many of the duties must be performed while the principal is absent from the office. The School Secretary I, whenever possible, may relieve the principal and/or Secretaries II and III of clerical details. Frequent contact with parents, teachers, and students is characteristic of positions in this class.

EXAMPLES OF DUTIES

Acts as secretary to the principal of an elementary school; assists Secretary II or III in clerical duties; schedules appointments and screens visitors for the principal; takes and refers messages for the principal, the teaching staff, the classified staff, and students; gives information to the public by telephone and over the counter regarding school matters; independently answers routine correspondence not requiring the principal's attention; writes out student passes; addresses and resolves after school transportation problems; processes homework requests; provides requested student data; maintains list of needy families and works with outside service providers; assists teachers in scheduling and updating student conference folders; types form oral directions, rough drafts, copy, or notes a variety of materials including letters, reports, tests, and memos; administers first aid to students in the absence of the school nurse or health liaison; may perform bookkeeping duties; orders, receives, distributes, and inventories school supplies; posts information to student records; maintains records on the use of school facilities by community groups; forwards information concerning the absence of teaching staff; reviews the work of student and part-time assistants when assigned; operates office equipment such as calculators, computers, and copy machines.

DESIRABLE QUALIFICATIONS

Knowledge of:

Elements of good English usage, spelling, grammar, and punctuation; Office methods, practices, and procedures; Common appliances and their operation.

Ability to:

1. Perform clerical work with speed and accuracy without immediate supervision
2. Learn, interpret, and apply school rules and regulations
3. Make arithmetical calculations with speed and accuracy and maintain simple account records
4. Prepare and maintain accurate records and reports
5. Type at a speed of not less than 30 words a minute from clear copy
6. Perform simple functions on an office computer
7. Understand and carry out oral and written directions
8. Establish and maintain cooperative relationships with students, parents, administrative officials, and others contacted in the course of work

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9. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

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|---------------|------------------------|------------------|------------------------|
| 1. Seldom | = Less than 25 percent | 3. Often | = 51-75 percent |
| 2. Occasional | = 25-50 percent | 4. Very Frequent | = 76 percent and above |
- 4 a. Ability to sit for extended periods of time.
 - 3 b. Ability to stand for extended periods of time and ascend and descend steps.
 - 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
 - 4 d. Ability to hear and understand speech at normal levels.
 - 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
 - 3 f. Ability to bend and twist, kneel and stoop.
 - 1 g. Ability to lift 50 lbs.
 - 1 h. Ability to carry 50 lbs.
 - 3 i. Ability to reach all directions

Experience:

One year of clerical experience of a responsible nature, requiring frequent contact with the public.

Education:

Equivalent to completion of the twelfth grade.

Adopted: September 8, 1976

Revised: January 11, 1994

Revision: January 9, 1996

Revised: January 9, 2018

Revised: June 23, 2020