



GENERAL OFFICE SECRETARY

Classification: General Office Secretary

Location: District Office or School(s)

Reports to: School or District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: EAEOP

This is a standard position description to be used for clerical positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary

Provides office management of a school, or a major school activity, either individually or through coordination of additional clerical staff. Activities may include but are not limited to serving as school secretary, library secretary, ASB secretary, athletics secretary, attendance and counseling secretary. Activities vary between elementary, middle and high school with generally broader responsibility and less assistance at the elementary level, to more specialized and coordination responsibilities at the secondary level.

Part II: Supervision and Controls over the Work

Works under the supervision of a district office or school administrator(s). Work is controlled and/or guided by professional practice, school and district policies and procedures, and directions and expectations as established by the administrator(s).

Part III: Major Duties and Responsibilities (depending on specific assignment)

1. Secretarial Support. Provides secretarial support to the principal and/or other administrative staff. Maintains appointment calendar, schedules meetings, formats and types correspondence, tracks and files staff evaluation forms, memoranda, and reports from handwritten drafts or dictation, duplicates and distributes materials. Makes travel arrangements. At the discretion of the building administrator, may type and distribute staff and parent bulletins and newsletters; may attend meetings and record and transcribe meeting minutes. Assists in providing secretarial support to staff; types letters of recommendation, memos to staff and/or parents, notices of student fines; designs and creates forms. Maintains confidential records, evaluations, emergency cards, and files for staff. Makes non-instructional decisions in the absence of administrators including decisions regarding emergency situations. May have regular authorization to sign designated forms for the principal.

2. **Front Office Management.** Greets students, parents, staff, and visitors entering the office and provides assistance. Answers telephone and responds to inquiries, screens telephone calls, receives and distributes mail to staff, manages office supplies and office equipment, assists staff in the use of equipment. Maintains school calendar of events for in-school programs and outside organizations that use the school to include assisting in the completion and processing of necessary paperwork and approvals. May oversee the building's two-way radio communication system and operate the school intercom system. Establishes central office procedures and, as appropriate, provides lead direction to office and volunteer staff and arranges for coverage during absences and overload situations. May train and supervise student assistants. Maintains staff absence and time-worked records. Prepares payroll forms; arranges for substitute teachers in coordination with the district's substitute office; greets substitutes and provides materials.
3. **School Budget and Fiscal Records.** Sets up and maintains building budget, department budget, and purchasing records. Receives money for fees, maintains collection record, verifies and balances receipts, prepares and makes bank deposits, trial balances and financial statements for transmittal to central office, keeps revolving fund records. Coordinates with building fiscal clerk/bookkeeper when assigned. May have access to and responsibility for the use and/or reconciliation of district credit cards. Maintains building and department inventory records and supply orders, prepares requisitions, checks in merchandise, and arranges for purchase order payment; prepares budget and purchasing reports for administration and department heads as needed.
4. **Special Projects & Research:** Undertakes special projects at the request of the school or department administrator. Special projects require initiative in the identification, research and collection of data, and presentation of data.
5. **Scheduling and Enrollment Support (if applicable).** May assist counselors and administration in creating master class schedule by providing course codes for each class, teacher numbers, staff FTE, section numbers, class counts, new courses, and noted changes; distributes class registration packets to incoming students; processes information returned on student enrollment, immunization, and records; reviews conflicts and finds alternative classes; maintains data on master schedule throughout the school year; may assist with course description handbook.
6. **Student Registration (if applicable).** Provides leadership and may participate in registration of new students, making sure all appropriate paperwork and data entry is completed, all affected personnel are informed, and all information is input into the computer system. Inquires if students live in attendance area and, if not, that all required paperwork for boundary exceptions are completed and on file. Registers new and transfer students; checks residency and eligibility, credit level status; immunizations; special services; entitlements; etc. Enters and maintains data in the student information system. Processes student withdrawals in the information system.

7. Library (if applicable): Prepares library for daily use. Enters and maintains library materials data such as bar-code descriptions, biographies, bibliographies, forms, labels, lesson plans, etc. Coordinates use of audiovisual equipment, including maintenance; arranges for pick-up and return of repaired equipment; works with administrator for approval of repairs and replacement of equipment. Maintains records and catalog files for library including video and book sale catalogs, purchase orders, fees/fines, software manuals, licenses, etc. Repairs and recovers library materials as necessary.
8. Counseling Support (if applicable): Assists students with forms and applications such as college applications, class schedules, and scholarship bulletins. Responds to requests for student records and transcripts. Receives and sorts student report cards; distributes report cards to students or teachers; holds report cards for students with outstanding fines. Assists in arranging career and special events for teachers and students.
9. ASB Support (if applicable): Prepares ASB school budget and manages ASB funds. Maintains financial database and accounting spreadsheets for journal entries, transfers, recaps, deposits, account balances, scholarships, etc. Receives and deposits ASB funds, prepares funds transfer, issues receipts and tickets. Issues ASB purchase orders, approves payment, verifies and tracks invoices.
10. Student Records Requests (generally at the elementary level). Provides leadership and may participate in receiving and forwarding permanent student records for new and withdrawing students. Enters, updates, and maintains confidential student personnel data and computer records. Maintains security of and access to the computer data system; inputs and reports data on student attendance, grades, transcript changes, and special education programs; orders and maintains student rosters and class schedules; maintains and reports daily student enrollment and classroom counts; prepares and generates self-designed custom reports for administrators, staff, and PTA; prepares reports on ethnicity, accreditations, and class rank; maintains records with regard to inter/intra district transfers. Coordinates student progress reports and distributes finalized student progress reports to teachers or mails report cards home to students.

Other duties as assigned by building administrator and/or designee.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Graduation from high school or equivalent.

3. Three years of progressively responsible office experience involving independence of action and decision making responsibilities. Successful experience gained in a school setting will be assigned higher value. For positions involving fiscal and/or bookkeeping responsibilities, the experience must include accounting and bookkeeping procedures. Related education above the high school level may be substituted, at the district's discretion, for experience on the basis of 30 semester hours/45 quarter hours for one year of experience.
4. Must possess basic clerical skills including typing and filing and must possess knowledge of basic office equipment and technology and keyboarding skills of at least 60 words per minute.
5. Must possess certification of first aid procedures. CPR and defibrillator training may be required.
6. Knowledge of general secretarial procedures including excellent grammar and proofing skills, and the ability to maintain accurate and reliable records and data.
7. Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
8. Ability to interact with students, parents, staff, and community members, personally and through electronic communications, in a warm and confident manner.
9. Initiative and ability to work with minimal direction; sound judgment and decision-making capabilities are essential.
10. Ability to maintain confidentiality of all school and personnel matters.
11. Demonstrate sensitivity to the cultural, ethnic, gender, and religious diversity of students, staff, parents, and community.

Part V: Desired Qualifications

1. Bilingual skills.
2. Associate's degree in general studies or job-related areas.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here 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.



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While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties. The noise level in the work environment is usually moderate but can be loud on occasion.