



## **SCHOOL SERVICES SECRETARY**

### **DEFINITION:**

Under supervision, performs and coordinates varied and responsible clerical services, meets and greets visitors and provides routine factual information upon request.

### **DUTIES:**

Performs a wide variety of clerical work including typing, proofreading, data entry, filing, recording information, receiving and routing telephone calls, greeting visitors, providing information on routine procedural or directional questions. Prepares student registration, release and transfer documents; maintains student attendance records; assists in the maintenance of student records, including entering test scores and grades; maintains personnel time reports and attendance records; maintains school lunch counts and bus pass reports and records. Takes and transmits messages as appropriate; receives, sorts, and routes incoming mail; and may administer head lice checks, basic and occasional first aid and dispense prescribed medication to individual students in accordance with District policy. Does other related work as assigned.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of**

- Modern office procedures and equipment
- correct English usage, spelling, grammar, punctuation, and arithmetic
- basic first aid procedures

#### **Ability to**

- work efficiently with frequent interruptions
- learn and interpret school and District policies, rules, regulations, and procedures
- assume responsibility for school procedures as directed and use good judgment in the performance of duties
- perform responsible clerical functions
- compose routine correspondence with minimal direction
- make arithmetical calculations with speed and accuracy
- compile and maintain accurate records and prepare clear and concise reports
- type at a corrected speed of 50 words per minute
- establish and maintain cooperative working relationships with others

- understand and carry out oral and written directions
- obtain basic first aid and CPR certificates
- use tact, diplomacy, discretion and confidentiality

#### Experience

- two years of responsible clerical experience; service with school age children desirable

#### Education

- equivalent to completion of twelfth grade including or supplemented by courses in typing and office procedures

#### PHYSICAL DEMANDS:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.

Range: 9.5 9/25/97