

TITLE

School Secretary

QUALIFICATIONS

- Not less than a high school education or general equivalency diploma;
- At least one (1) year of experience so that with appropriate training service may be provided in the specific role for which employed;
- Knowledge of typing, office machines, and computer; and
- Meets health and physical requirements.

JOB GOAL

To prepare, transcribe, systemize, and preserve written communications and records.

ESSENTIAL FUNCTIONS

- Composes or transcribes correspondence, bulletins, and memorandum from rough drafts;
- Prepares communications using various types of office equipment;
- Disburses funds, records financial transactions, and audits and balances student organization and other school fund accounts;
- Maintains an inventory of office and school supplies;
- Maintains such student records as shall be required;
- Assists teachers in preparing instructional materials as requested;
- Receives and routes all incoming calls;
- Greets visitors and maintains a log of visitors to the school;
- Assumes responsibility for knowing and following all safety rules and proper procedures;
- Supervises student office workers;
- Schedules meetings, sets appointments and maintains calendars; and
- Performs other duties as requested.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 25 lbs., with frequent lifting and/or carrying of objects weighing up to 10 lbs. Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Climbing
- Stooping and/or kneeling
- Reaching
- Talking
- Hearing
- Seeing

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

- Vocational education
- Apprentice training
- On-the-job training
- Essential experience

TEMPERAMENT (Personal traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with people.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal:* Ability to understand meanings of words and the ideas associated with them.
- *Numerical:* Ability to perform mathematical operations quickly and accurately.
- *Form Perception:* To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines.
- *Motor Coordination:* Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed.
- *Color Discrimination:* Ability to perceive or recognize similarities or differences in colors or in shades or other values.
- *Data Perception:* Ability to understand and interpret information presented in the form of graphs, charts, or tables.
- *Manual Dexterity:* Ability to move the hands and manipulate small objects with the fingers rapidly or accurately.

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WORK CONDITIONS

Normal working environment. May not always have privacy or quiet place to work.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required for personnel so assigned.

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