

## SCHOOL SECRETARY

### MAJOR FUNCTION

Responsible clerical work which also involves a variety of secretarial duties in a school.

### ILLUSTRATIVE DUTIES

Compiles and types school attendance reports or other material from copy, rough draft, or general instructions. Types and processes students' registration, absentee lists, tardy slips, etc. Types form letters and other routine correspondence based on information from records and files. Prepares reports, narratives, and statistical tabulations.

Operates office copy machines. Processes purchase and work orders. Registers and withdraws students. Processes documents requiring various procedural knowledge. Maintains files. Reviews documents for sufficiency, obtains necessary signatures and routes appropriately, maintaining follow-up. Provides information and assistance to students and the general public, in person or by telephone, applying significant knowledge of school rules, regulations, and procedures to interpretations made. Performs receptionist duties.

May serve as secretary to the principal or assistant principal, arranging appointments, taking calls, answering inquiries, and composing routine correspondence independently. Receives, deposits, and disburses monies. Maintains internal accounts and prepares financial reports. Maintains attendance records and prepared related reports. Keeps time records and prepares payrolls. Prepares requisitions for supplies and equipment. Types teaching materials, cuts stencils, and operates duplicating equipment. May maintain property records. May take dictation and transcribe in finished format.

Performs related work as required.

### MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Knowledge of the operation and program of the school. Knowledge of office practices and procedures, grammar, spelling, and business correspondence. Knowledge of bookkeeping procedures. Ability to exercise independent judgment. Ability to deal effectively and courteously with students, school personnel, and the general public. Ability to type at a prescribed rate of speed.

Training and Experience: Graduation from high school or completion of GED, clerical, and secretarial office experience, or an equivalent combination of training and experience.

Physical Requirements: Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Pay Grade

11/12 Months

Local

Board Approved: 6/22/93