

District Secretary I

FLSA Status: Non-exempt

Last Revised: November 2021

DEFINITION: Under general direction, performs work in managing the District Office and providing executive-level assistance to the superintendent. Assists in maintaining financial records and is responsible for the execution of specific program activities of a complex and technical nature. This position has an increased level of responsibility and independence while performing required duties.

RESPONSIBLE TO: Superintendent

TERMS OF EMPLOYMENT: See Supervisory Personnel Agreement

PAY RATE: Refer to Supervisory Personnel Schedule

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Organizes and maintains complex and sensitive documents, records and files.
2. Under general supervision, coordinates and organizes multiple projects.
3. Interprets and applies written and oral instructions, procedures and regulations.
4. Screens, files and/or routes correspondence, reports, bulletins, faxes emails and telephone calls.
5. Writes and manages grants for the District.
6. Promotes positive public relations and deals tactfully and diplomatically with administration, district staff, co-workers.
7. Completes miscellaneous reports from the State and other entities as requested.
8. File and update certified/classified applications and correspondence as needed.
9. Maintain leave records and timesheets.
10. Prepare and distribute employment personnel letters and letters of intent.
11. Maintain general files.
12. Board Clerk back-up.
13. Take and transcribe oral dictation and other duties as assigned by the Superintendent, including making appointments, travel arrangements, typing correspondence, etc.
14. Responsible for requisitioning, ordering, and receipt of office supplies and equipment.
15. Provides information to the public, teachers, students, and other employees regarding district activities.
16. Responsible for daily mail collection and disbursement.
17. Answers and maintains telephone and other forms of electronic communications.
18. Types (between 55 and 80 wpm) all correspondence designated by the Administration.
19. Assists Administration in preparations for beginning of school.
20. Work in cooperation with other district personnel.
21. Models and maintains positive communication with others.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- District policies, regulations, and procedures;
- Management of information systems and software programs used in the assigned area;
- Terms and acronyms commonly used in the assigned functions;
- Modern office procedures, methods, and equipment, including computer equipment;
- Techniques of record-keeping and reporting;
- Alphabetical and subject matter filing systems; and
- Correct English usage including grammar, punctuation, and vocabulary.

Skill to:

- Operate a personal computer and a variety of commercial software packages, including spreadsheets, databases, and word processing;
- Compile, tabulate, and verify data and information for completeness and accuracy in regards to records and reports; and
- Perform accurate financial calculations.

Ability to:

- Train staff in procedures, and operations of software programs used in the assigned areas;
- Promote public relations and deal tactfully and diplomatically with people;
- Gain cooperation or conformance without authority;
- Maintain confidentiality of data and information;
- Complete a variety of tasks concurrently; and
- Communicate professionally in a clear, concise manner.

Required Certifications and Licenses:

CPR certification and First Aid certification within the first six months of employment.
Possession of a valid driver's license

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is: Possession of a high school diploma and office experience which involves contact with the public, typing, filing and computer skills.

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by car to pick up or deliver material.

Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____