

**JOB CLASSIFICATION TITLE:**

**STAFF SECRETARY I (K-8)**

**DESCRIPTION OF POSITION**

Under the supervision of site administration at elementary or middle school, performs a variety of clerical and secretarial duties as needed to facilitate efficient operation of the school site office. ~~The Staff Secretary, under supervision, performs a variety of clerical work in a school office setting.~~

**Directly Responsible To:**

~~Principal~~

**ESSENTIAL FUNCTION:** ~~Major Duties and Responsibilities~~

- Under the direction of a site administrator, support the operation of the school site office through a variety of clerical and secretarial duties.
- Duties performed in the middle school office setting are also framed to support the Staff Secretary II.

**REPRESENTATIVE DUTIES:**

1. Performs receptionist duties assisting the public/parents and providing information by phone, distribution of staff mail/messages. ~~a wide variety of clerical work including typing, proofreading, and filing.~~
2. Routine office and clerical work requiring use of current technology and programs, data systems, and operation of current office equipment. ~~Assists with registration and/or withdrawal of students.~~
3. Performance of broad clerical and secretarial duties involving composing, editing, proofreading written materials and communications; duplicating and distributing materials; maintaining a variety of data, records and reports with accuracy; maintaining filing systems. ~~Maintains computer information, including additions, deletions and revisions of student records, attendance and health information.~~
4. Prepare and maintain routine reports and documents that support site functions (i.e. lunch counts, attendance reports/verifications, student cum files and records, etc.) ~~Maintains or assists with the maintenance of student records, such as health records, cumulative records, attendance records and/or Proof of Residence.~~
5. Support the student health office as needed with first aid, medication disbursement, health checks, etc. ~~Prepares lunch count, as needed.~~
6. Support the work of the Staff Secretary II as needed. ~~Prepares Monthly Attendance Report, as needed.~~
7. ~~Prepares for an Attendance Audit.~~
8. ~~Prepares and distributes truancy letters.~~
9. ~~Assists with management of interventions such as Independent Study Contracts, District Intervention Team (DIT) and SARB referrals.~~
10. ~~Testifies in court regarding attendance records, if necessary.~~
11. ~~Answers the telephone and provides information; may serve as receptionist.~~
12. ~~Operates office machines, such as typewriter, duplicating machines, computers, and calculators.~~
13. ~~Sorts and distributes mail; posts bulletins and messages.~~
14. ~~Assists the public.~~
15. ~~Reviews completed forms for accuracy and completeness.~~

16. Prepares reports (e.g., attendance, accident)–
17. Performs minor first aid, distributes medication, and assists with health checks if necessary.–
18. Provides coverage for other classified office personnel when they are away from their work station(s).–
19. Performs other related duties as assigned.–

### **KNOWLEDGE AND ABILITIES: Minimum Experience and Job Requirements–**

#### **Knowledge of:**

1. Modern office practices, procedures and equipment, including the operation of a variety of technology devices and associated programs
2. Oral and written communication skills, including telephone techniques and etiquette, and correct English usage, grammar, spelling, punctuation and vocabulary
3. Business letter, memo, report and electronic communication writing, editing, and proofreading
4. Objectives and policies of assigned programs and activities
5. Methods and techniques for organizing time, workspace, meeting deadlines
6. Basic mathematics

#### **Ability to:**

1. Ability to Keyboarding/typing at a speed of 40 words per minute minimum.–
2. Ability to perform routine clerical work, including ability to spell correctly, use correct English, and make simple arithmetical calculations.–
3. Ability to operate standard office equipment.–
4. Ability to function effectively with office rules, methods and procedures.–
5. Ability to operate a personal computer and job related software programs; typewriter, calculator, and other office machines as required, with speed and accuracy.–
2. Interact with students, parents and staff with tact, patience, and courtesy
3. Establish and maintain cooperative and effective working relationships
4. Maintain confidentiality of information related to students, families, district employees
5. Plan and organize work
6. Meet schedules and time lines
7. Determine appropriated action within clearly defined guidelines
8. Make arithmetical calculations with speed and accuracy

### **Education Requirements EDUCATION AND EXPERIENCE:**

High school diploma or equivalent Equivalent to completion of the twelfth grade–  
Clerical or secretarial experience involving frequent public contact, preferably in an educational environment

#### **Personal Qualities–**

1. Appearance, grooming, and personality which establish a desirable example.–
2. Ability to meet district standards for physical and mental health.–
3. Ability to speak and to write English clearly and correctly.–
4. Ability to communicate effectively with parents in a sensitive manner.–
5. Initiative, good judgment, tact, patience, and confidentiality.–
6. Ability to work cooperatively and harmoniously with others.–

## OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency

## ~~Work~~WORKing ENVIRONMENT: Conditions—

Office environment

Constant interruptions

## PHYSICAL REQUIREMENTS:-

*The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out essential job functions.*

With or without the use of aids:

1. Ability to lift, carry, push, or pull objects which may frequently exceed 25 pounds.;
2. Ability to sit or, stand for extended periods of time.
3. Ability to walk, bend, stretch, kneel, stoop, twist, or balance without restriction.
4. Visual acuity sufficient to read, write and work with printed information as well as information on a computer screen. ~~Vision acuity sufficient to read, write and work with printed information as well as information on a computer terminal;—~~
5. Sufficient depth perception to accurately judge distance and correctly perceive objects and/or people moving toward or away from the employee. ~~Auditory acuity sufficient to effectively understand information from others in person and over the telephone;—~~
6. Auditory acuity sufficient to effectively understand information from others in person and/or over the telephone. ~~Sufficient dexterity to manipulate small objects and print and write legibly;—~~
7. Ability to speak clearly with the ability to be heard and understood on the telephone and in work site conversations. ~~Sufficient physical ability to reach horizontally with arms; and~~
8. Sufficient dexterity to manipulate small objects, print and write legibly, and operate technology keyboard. ~~Sufficient depth perception to file and retrieve documents;—~~
9. Sufficient physical ability to reach horizontally with arms.

Range: 13

CSEA Approved: ~~December 2003~~ April 11, 2017

Board Approved: ~~1/20/04~~ May 9, 2017 PENDING