

## Secretary

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the classification.

### **Nature of Work**

This position requires complex and varied clerical work.

An employee in this classification is responsible for the performance of a variety of clerical duties requiring the application of thorough knowledge of office practices, procedures and considerable judgment in their execution. The work of the secretary is distinguished from other clerical classes by the existence of general supervisory responsibility for the clerical operations of a school and by the complexity of clerical functions resulting from the administrative requirements of a particular program area. Work is reviewed through observations of operations and examination of final work products.

### **Duties and Responsibilities**

- Serves as principal clerical assistant for a school building program and oversees the efficient operation of all clerical functions.
- Types a variety of correspondence, memoranda, reports and other documents from copy rough draft, general instructions; for supervisor, staff, parent-teacher organization, teacher evaluations roster/class lists; dictation transcription devices; composes correspondence and notices for supervisor's signature; proofreads all material for accuracy of spelling, grammar and punctuation, distributes mail to staff and opens supervisor's mail.
- Organizes and maintains office filing system; maintains a variety of records and reports, including those of confidential nature.
- Types reports from information gathered from several sources; makes mathematical computations; provides supervisors with data used in the preparation of detailed reports; checks accuracy of background documents and final reports.
- Logs and screens calls and callers; makes appointments for supervisors; schedule meetings and notifies participants; answers frequent questions from the public.
- Responsible for and operates a variety of office equipment such as calculator, copier, duplicator/mimeo, typewriter, computer, and word processing programs.
- Attendance recording and payroll for staff.
- Assist in budget preparation including record keeping in regards to budgetary expenditures including responsibility for purchase orders and follow through.
- Contact faculty and staff substitutes when needed as directed
- Assist in carrying our mandatory fire drills.
- Arrange class coverage as directed generally by the administrator. Clerical assistance to be provided when needed.
- Responsible for maintaining records and ensuring coverage of building outside normal school hours.
- Responsibility for contacting parents regarding children's illness if nurse is not available.
- Perform related work at required.

### **Knowledge, Ability and Skills**

#### **Knowledge of:**

- ◆ Business English, spelling and bookkeeping.
- ◆ Modern office practices and procedures, including considerable knowledge of relevant administrative rules and regulations.
- ◆ Relevant computer software (including but not limited to Word, Excel).
- ◆ Requiring considerable knowledge of office and third-party regulations and procedures.

#### **Ability to:**

- ◆ Maintain confidentiality.
- ◆ Carry out a wide variety of complex clerical functions with a minimum of supervision.

- ◆ Maintain a variety of detailed records and prepare reports from such records.
- ◆ Deal courteously and effectively with the public.
- ◆ Understand and follow oral and written instruction.
- ◆ Operate office equipment as noted above.

**Minimum Education, Certification, and Training / Experience:**

- ❖ Must be of good character.
- ❖ Must possess a high school diploma or general equivalency diploma (GED).
- ❖ Must pass the current Chariho District Secretarial Test.