

**Job Title:** Administrative Secretary, Assessment  
**Department:** Assessment & Research  
**Reports to:** Assessment & Research Director  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 10



## **SUMMARY**

Performs administrative secretarial duties for the Assessment & Research Director by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Assists the Assessment & Research Director with assessment program.

Creates and maintains records and reports.

Creates, queries, and updates information in various databases.

Creates and utilizes reports from the student information system (SIS).

Works with documents in formats such as Excel, Google Sheets, Word, Google Docs, Google Forms. Creates and manipulates data on spreadsheets (e.g., sort, filter, merge, conditional formatting, create formulas, charts and graphs).

Maintains contact with various Utah State Board of Education personnel and support personnel from vendors regarding technology requirements and assessment administration.

Updates data files on a regular basis with a wide variety of student and teacher information.

Audits reports and files to ensure completeness and accuracy.

Acts as custodian of documents and records.

Trains school personnel relative to the assessment and reporting system.

Answers questions regarding the testing technology and routes questions to proper destinations.

Knows the people and departments that can answer questions that arise.

Prepares local, state, and federal reports as necessary.

Prepares outgoing correspondence (e.g., bulk email lists, faxes, chat, etc.)

Maintains the department webpage.

Interacts with a wide range of people, including, teachers, administrators, secretaries, technology staff, state office staff, parents, and students.

Estimates and plans budget requirements and reports. Maintains information needed for budget purposes.

Obtains student information by calling other schools, professional agencies, and parents.

Schedules meetings, arranges locations and sends invitations.

Maintains applicable calendars.

Answers telephone to provide information, take message, or transfer calls.

Greets visitors.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general State and District policies, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and effectively communicate, in writing, procedures and information to administrative staff and employees. Ability to effectively present information and respond to questions from groups of administrators, employees, parents, and the general public.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money. Ability to audit financial and other records.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year college or technical school and one year related experience and/or training; or equivalent combination of education and experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates or licenses.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: <b>Human Resources Department</b>			Date: <b>07/14/2005</b>
Approved By: <b>Executive Director, Human Resources</b>			Date: <b>07/14/2005</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>03/02/2007</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>11/17/2008</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>06/13/2013</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>Assessment &amp; Research Director</b>	Date: <b>05/31/2018</b>

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	