



Job Title: Secretary - Detention Center
Department: Detention Center
Reports To: Assigned Principal
FLSA Status: Non Exempt
Salary Schedule: SC Lane 07

SUMMARY

Under general supervision, performs secretarial work in a public school setting. Responsibilities include, but not limited to, varied office clerical tasks, contact with students, parents, and others, and exercising considerable independence and judgment in performing their tasks.

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.*

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

Greets occasional visitors and refers to the appropriate area or person.

Reviews and updates office procedures.

Maintains a calendar of school events.

Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, and other materials; makes copies of correspondence or other printed materials.

Prepares outgoing mail and correspondence, including email and faxes.

Reads and routes incoming mail. Locates and attaches appropriate files to correspondence when needed.

Maintains information needed for budget purposes.

Conducts research, and compiles and types statistical reports.

Follows up with staff members to ensure that various commitments made at conferences and meetings are met.

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

Communicates with schools daily to provide notification of intakes and releases, and students who have been in DT for over 10 days.

Creates and maintains database and spreadsheet files.

Designs and organizes filing systems; acts as custodian of files.

Tracks student progress while in the facility, generates credit slips, obtains required signatures and sends to the student's home school.

Utilizes PowerSchool to obtain current school status and credit history.

Orders and dispenses school supplies; arranges for equipment maintenance.

Works with students and Juvenile Justice employees to gather student information, including demographics, previous school records during incarceration, and schools attended.

Acts as a liaison between the school and the Juvenile Justice Personnel to ensure that all student credit and hours are transferred if a student transfers to another state or private program.

Talks to students encountering problems and resolves problems or directs students to other workers.

Completes Check and Connect training and provides Check and Connect services to students.

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 and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

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.

EDUCATION and/or EXPERIENCE

Associate's Degree or equivalent from a college/university or technical school; or six months to 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.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

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, and color vision.

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 quiet. The position may require the incumbent to travel to various WCSD locations.

Prepared By: Human Resources Department		Date: 02/17/2005
Approved By: Executive Director, Human Resources		Date: 02/17/2005
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: MHS School Principal
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Assistant Director, HR
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
		Date: 05/23/2017
		Date: 05/08/2023
		Date:
		Date:

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:	