

Job Title: Secretary- District Office
Department: Human Resources
Reports To: Executive Director, Human Resources
FLSA Status: Non Exempt
Salary Schedule: SC Lane 06



SUMMARY

The District Office Secretary performs a variety of secretarial duties at the Front Desk of the District Office to include answering the front desk switchboard telephone and routing calls to the appropriate area, greeting visitors, answering inquiries, and distributing mail and faxes.

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 a high volume of incoming calls to provide information, take message, or transfer calls.

Greets visitors and refers to appropriate area or person.

Talks to students and parents encountering problems and resolves or directs problems to appropriate department.

Provides assistance to District Office Personnel when needed.

Distributes incoming faxes on main fax machine.

Maintains schedule of 1st floor boardrooms, conference room, and basement conference rooms at the District Office.

Distributes, collects, and maintains vehicle pouches, containing vehicle keys and gas cards, for reserved District Office cars.

Collects and sorts mail and packages according to destination. Notifies the appropriate departments of package deliveries.

Examines outgoing mail and packages for appearance and seals envelopes by hand or machine. Weighs mail to determine correct postage. Stamps outgoing mail using postage meter.

Maintains inventory of mail supplies and postage. Maintains logs of postage charges, receipt forms, and other records as required.

May occasionally deliver mail to USPS office.

Assists Human Resources Department staff with filing correspondence in employee personnel files and special projects.

Assists with data input of employee information in the human resources system.

Performs minor maintenance and repair of front office machines.

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. 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; 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.

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, peripheral 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 employee will occasionally work near moving mechanical parts.

The noise level in the work environment is usually moderate.

Prepared By: Human Resources Department			Date: 02/14/2005
Approved By: Executive Director, Human Resources			Date: 02/14/2005
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 04/07/2017
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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:	