

**Jefferson School District
Job Description**

Job Title: Administrative Secretary
Reports To: Superintendent
FLSA Status: Non-Exempt

JOB SUMMARY

This position provides full spectrum administrative support to the Superintendent and his/her staff including matters of a confidential nature. This position manages daily work pressures, requiring constant concentration to a volume of work which must be completed within a limited period of time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
 2. Performs general office duties including answering multi-line phones, greeting the public, typing, proofreading, checking and recording information, filing, sorting and handling incoming and outgoing mail and typing.
 3. Researches, creates, inputs, formats, organizes and edits relevant data as needed or requested and prepares in a usable format for Superintendent or his/her designees.
 4. Completes a high volume of computer work, using District computer programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
 5. Takes minutes and creates agendas for school board meetings, among other responsibilities as Board Secretary.
 6. Acts as Webmaster, including maintaining District website on a daily basis.
 7. Processes new hires including, monitoring licensures, performing criminal history checks, preparing contracts and coordinating appropriate training(s).
 8. Maintains a regular filing system, as well as a set of locked confidential files.
 9. Maintains a schedule of appointments and makes arrangements for conferences, interviews, meetings, etc.
 10. Maintain accurate staff data and security assignments in systems: AESOP, Sub System; WebSIS, student information system; Infinite Visions, business system; ODE District Website; OAKS Testing Site; School Works, safety training site
 11. Coordinates travel arrangements for staff, as needed.
 12. Assists in preparing and editing annual budget document(s).
 13. Appropriately maintains and secures confidential records and inquiries.
 14. Professionally represents the school and the District in interactions with parents, community, staff and students.
 15. Maintains appropriate certifications and training hours as required.
 16. Complies with applicable District, state, local and federal laws, rules and regulations.
 17. Attends work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Troubleshoots office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory.
4. Schedules use of buildings.
5. Registers receipt of incoming checks/money, as needed.
6. Reports issues to authorities as necessary, animal control, suspicious activity etc.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school or two years' related experience and/or training or equivalent combination of education and experience. Ability to rapidly and accurately enter and retrieve computerized data. Prior successful experience working in an administrative office setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to multi-task and successfully work with staff, students and parents.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students and staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** General knowledge of computer usage and ability to use standard school software, internet software, e-mail, spreadsheets and word processing software. Ability to

proficiently use the following programs strongly preferred: Access, MS Word, Excel, Dreamweaver, Publisher, Groupwise, Infinite Visions, Pinnacle and iSeries. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community and other agencies. Ability to exercise good judgment and work in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card and valid Oregon Drivers License.

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 talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision. Employee must be able to operate a motor vehicle.

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.

The work environment combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate. Employee will travel by automobile and be exposed to driving related conditions and outdoor temperatures. Employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

Prepared Date: January 2010

I have read and understand this job description.

Signature: _____

Date: _____