

TITLE***SECRETARY/BOOKKEEPER, SCHOOL*****QUALIFICATIONS**

1. Minimum high school diploma or G.E.D.
2. Minimum one year of experience so that with appropriate training, services may be provided in the specific role for which employed
3. Knowledge of typing, office machines, and computers
4. Meets health and physical requirements

JOB GOAL

To prepare, transcribe, systemize, and preserve written communications and records

ESSENTIAL FUNCTIONS

1. Composes or transcribes correspondence, bulletins, and memoranda from rough drafts
2. Prepares communications using various types of office equipment
3. Disburses funds, records financial transactions, and audits and balances student organization and other school fund accounts
4. Maintains an inventory of office and school supplies
5. Maintains such student records as may be required
6. As directed by principal, assists teachers in preparing instructional materials
7. Receives and routes all incoming calls
8. Greets visitors and maintains log of visitors to the school
9. Assumes responsibility for knowing and following all safety rules and proper procedures
10. Supervises student office workers
11. Schedules meetings, sets appointments, and maintains calendars
12. Performs other duties as assigned

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 25 lbs., with frequent lifting and/or carrying of objects weighing up to 10 lbs. Other physical demands that may be required are as follows:

1. Pushing
2. Pulling
3. Climbing
4. Stooping
5. Kneeling
6. Reaching
7. Talking
8. Hearing
9. Seeing

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

TEMPERAMENT (Personal traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity
3. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria
4. Adaptability to dealing with people

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. Intelligence: Ability to understand instructions and underlying principles; ability to reason and make judgments
2. Verbal: Ability to understand meanings of words and ideas associated with them
3. Numerical: Ability to perform arithmetic operations quickly and accurately
4. Data Perception: Ability to understand and interpret information which may be presented in the form of graphs, charts, or tables
5. Manual Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly and accurately
6. Form Perception: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures
7. Motor Coordination: Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed
8. Color Discrimination: Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color

WORK CONDITIONS

Normal working environment; may not always have privacy or quiet place to work

TERMS OF EMPLOYMENT

1. High school
 - a. Lead secretary, 224-day contract
 - i. High school lead secretary salary scale
 - b. Guidance secretary, 197-day contract
 - i. School secretary salary scale
 - c. Data entry secretary, 192-day contract
 - i. School secretary salary scale

- d. Library and other secretaries, 187-day contract
 - i. School secretary salary scale
- 2. Middle school, 190-day contract
 - a. School bookkeeper salary scale
- 3. Elementary school, 187-day contract
 - a. School secretary salary scale

IMMEDIATE SUPERVISOR

Principal

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Adopted 07/01/93