

LIMA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SECRETARY**

File 207

Reports to: Building principal and/or assigned supervisor

Job Objective: Performs secretarial duties that support the effective delivery of office operations.

- Minimum Qualifications:**
- High school diploma. An acceptable score on a pre-employment test may be required.
 - Post-secondary business school training or equivalent secretarial work experience is desirable.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Specific knowledge of software appropriate for the addignment may be required (i.e., word processing, spreadsheets, presentation, and database management). Examples: Office Word, Excel, PowerPoint, Office Access, etc.
 - Ability to interact comfortably and confidently with the public. Congenial telephone etiquette.
 - Keeps current with advances in technology and workplace innovations that enhance productivity.
 - Consistently dependable. Flexible outlook. Accepts new responsibilities/assignments willingly.
 - Proficient in office protocol, data entry, spelling, proofreading, and the correct use of grammar.
 - Record maintenance skills. Ability to accurately compute and record mathematical data.
 - Energetic self-starter. Thorough, gives careful attention to details and effective customer-service.
 - Ability to physically manage bulky and/or unwieldy packages.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

Specific Tasks: A specific task list based on administrative needs will be will be determined by the employee's immediate supervisor.

- Provides secretarial services and related duties associated with the building assignment.
- Coordinates office activities. Takes the initiative to perform routine tasks independently. Maintains electronic databases and paper filing systems that support the safe and efficient retention/retrieval of files/records. Maintains an orderly work area.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.
- Advances the district's professional image. Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns.
- Facilitates community partnerships and school-sponsored activities that enhance student learning.
- Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Takes messages. Manages calls efficiently to keep lines open.
- Schedules appointments and maintains a calendar as directed. Prepares bulletin/message boards and displays as directed. Keeps administrators/staff informed about scheduled events.
- Helps communicate information about weather delays and program cancellations.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of database information as directed.
- Learns district administrator's names, titles, and work schedules.
- Maintains dependable telephone coverage. Ensures that the telephone is not left unattended when duties required leaving the office.
- Maintains procurement files (e.g., transmittal letters, contracts, confirmations, warrants, etc.).
- Receives deliveries. Inspects packages.
- Performs a complete physical inventory of equipment/supplies as directed.
- Composes and prepares routine correspondence, memos, notes, E-mails etc.
- Transcribes, duplicates, assembles, and processes routine documents and special mailings.
- Collects, compiles, edits, and prepares statistical data and reports as directed.
- Helps gather information and process grant/foundation proposals as directed.
- Assists with committee assignments and/or special projects as directed.
- Processes mail and faxes (i.e., incoming, outgoing, and interoffice).
- Maintains forms and paperwork related to administrative procedures and program functions.
- Respects personal privacy. Maintains the confidentiality of privileged information.

- Keeps current with advances in office technology. Updates office procedures.
- Cross-trains with other office staff and assists with unexpected/urgent situations as needed.
- Participates in staff meetings and professional growth opportunities as directed.
- Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serves as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks quickly.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Lima City School District Board of Education.

The Lima City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events. Rev. 2/08