



## **JOB DESCRIPTION**

### **Secondary Alternative School Secretary**

#### **JOB DESCRIPTION:**

The Secondary Alternative School Secretary under the direct supervision of the principal, coordinates clerical duties to assure an efficiently operated office area.

#### **EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- One to three years secretarial experience, preferable in public education environment

#### **ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

#### **KNOWLEDGE / SKILLS / ABILITIES:**

- Proficient Typing, key boarding, and file maintenance skills
- Knowledge of correct English usage, grammar, spelling, and punctuation
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
- Knowledge of basic accounting principles
- Effective organizational, communication, and interpersonal skills

#### **DUTIES AND RESPONSIBILITIES:**

1. Respects the confidentiality of the position.
2. Prints out Aesop and Alert Now report.
3. Coordinates appointments for conferences with principal.
4. Receives visitors to Principals office.
5. Places, receives and screens all telephone calls for principal.
6. Arranges substitutes as needed.
7. Trains faculty and staff on the usage of office machines.
8. Troubleshoots office machine problems, submits work orders.
9. Type's correspondence, requisitions, memorandums, and maintenance/technology work orders; types and develops forms.
10. Inventories all supplies received and submits purchase orders to accounting.
11. Assists faculty and staff with computer operations.
12. Develops correspondence as directed by supervisor.
13. Operates business machines, including copiers, laminator, and fax machine.
14. Responsible for maintaining the general office files.
15. Receives and distributes mail.
16. Covers the front office as needed.
17. Responsible for dispensing supplies to faculty and staff.
18. Greets and supervises students as needed.
19. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

#### **WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to read, concentrate, communicate (verbally and written), interpret, reason, understand verbal instructions, memorize, coordinate, compile, compute, and maintain emotional control.

**PHYSICAL DEMANDS:** Ability to lift and/or carry heavy weight (45 pounds or more), work with frequent interruptions, balance, stoop, kneel, push, pull, reach, perform repetitive hand motions, may work prolonged or irregular hours.

**SUPERVISORY RESPONSIBILITIES:**

Students as needed

**EQUIPMENT USED:**

Basic office equipment

**Paraprofessional Pay Grade: 6**

**Days: 202**

**Wage/Hour Status: Nonexempt**

**Updated: December 8, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*