



**JOB DESCRIPTION**  
**General Secretary - Elementary**

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The General Secretary, under the direct supervision of the principal, coordinates office duties with the secretary to the principal, and maintains the general office files.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- One year clerical/secretarial experience

**ADDITIONAL REQUIREMENTS:**

- Skills testing will be required
- Resume is required

**KNOWLEDGE / SKILLS / ABILITIES:**

- Proficient typing, word processing, and file maintenance skills
- Effective organizational, communication, and interpersonal skills
- Ability to meet established deadlines

**DUTIES AND RESPONSIBILITIES:**

1. Maintains the general office files.
2. Coordinates appointments for conferences with principal and/or teachers.
3. Receives and distributes mail.
4. Acts as relief in clinic when needed.
5. Instructs and assists teachers and aids in the operation of office machines.
6. Prepares copies for school distribution.
7. Prepares and keeps such reports as may be required by the principal or other authority.
8. Greets visitor to the school.
9. Answers office telephone and responds appropriately to requests for information.
10. Completes necessary forms for entering and withdrawing students.
11. Maintains record of sick leave and prepares absence from duty vouchers.
12. Distributes and collects time sheets.
13. Keeps current list of students by room.
14. Orders materials from the warehouse.
15. Disseminates information to parents regarding school programs, activities, etc.
16. Assists with the placement of substitute teachers and aides as needed.
17. 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 communicate effectively (verbal and written), concentrate, interpret procedures, and data: reason, read, understand verbal instructions, coordinate, and maintain emotional control.

**PHYSICAL DEMANDS:** Ability to lift and/or carry light weight (under 15 pounds), sit, stand, performs repetitive hand motions, works with frequent interruptions, and prolonged use of the computer. May work with noise extremes.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment

**Paraprofessional Pay Grade: 3**

**Days: 193**

**Wage/Hour Status: Nonexempt**

**Updated: May 16, 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.*