



## **JOB DESCRIPTION**

### **Secretary to the Secondary Specialists and Professional Staff Development**

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The Secretary to the Secondary Specialists and Professional Staff Development under the direct supervision of the Director of Secondary Curriculum, assists with the clerical, secretarial, and receptionist functions to facilitate the efficient operation of the Department.

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

- High School Diploma or GED
- Minimum one year secretarial or clerical experience

#### **ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

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

- Proficient skills in keyboarding, word processing, and file maintenance
- Effective organizational and communication skills
- Knowledge of basic math
- Ability to work well and in a positive manner with employees and the public
- Ability to meet established deadlines

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

1. Develops and maintains a database, calendar, and reports/files of secondary curriculum specialist and professional development.
2. Receives and directs incoming calls, takes reliable messages and routes to appropriate staff. Places calls as directed.
3. Sorts and distributes mail for the departments.
4. Prepares various correspondence and provides clerical assistance as needed.
5. Maintains and reconciles all office budget accounts including federal program files on a monthly basis and requests appropriate transfers within the budget as necessary.
6. Operates all business machines to include copier, typewriter, computer, calculator, fax, and other office machines as needed.
7. Schedules ERC room reservations and confirms with requestor. Coordinates, ERC Room reservations with facilities and coordinates presenters' needs through the secondary specialist. (i.e.; materials, refreshments, etc...)
8. Assists users in navigating JISD website and using online reservation system via phone and in person.
9. Assists secondary specialists in compiling information for and processing requisitions.
10. 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, reason, read, understand verbal instructions, coordinate, compile, instruct, and maintain emotional control.

**PHYSICAL DEMANDS:** Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb, reach, repetitive hand motions, hear and speak.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic Office equipment

**Paraprofessional Pay Grade: 5**

**Salary Range: \$10.92 min./ \$13.65 mid./ \$16.38 max.**

**Days: 226**

**Wage/Hour Status: Nonexempt**

**Updated: July 30, 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.*