



JOB DESCRIPTION
Secretary to Director of Athletics

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The Secretary to Director of Athletics under the direct supervision of the Director of Athletics, assumes all clerical functions pertaining to the office and assists with the daily operations of the athletics department.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Clerical proficiency and competency in general office procedures
- Three years of secretarial experience, preferably in a public education environment

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient typing, keyboarding, 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. Types with accuracy; proofreads and uses language skills, with facility.
2. Types correspondence, reports, requisitions, vouchers and memorandums.
3. Maintains a current and accurate filing system of correspondence sent and received.
4. Places, receives, screens and records all telephone messages.
5. Operates business machines, including, copiers, calculators and computers.
6. Maintains a record of purchased items to ensure that expenditures are within the adopted budgetary limitations.
7. Compiles all reports relative to ticket transactions for athletic contests.
8. Organizes payroll vouchers for officials and workers after each contest.
9. Types all reports, charts and schedules for athletic events and ensures each participating school and athletic director receives a copy to confirm game times and dates.
10. Informs local newspapers of the time and dates of athletic events and any correspondence regarding the sales of season tickets.
11. Assures a game report is received for each event from middle schools and high schools and keeps an accurate record of team scores and any injuries.
12. Compiles and prepares end of year reports on cash receipts taken in at athletic events.
13. Is responsible for season ticket correspondence and coordination for volleyball, football, basketball and baseball and soccer.
14. Prepares ticket and cash box for every athletic event at the JSHS.
15. Counts and makes timely, deposits on cash receipts for all athletic events at the JSHS.
16. Pursues collection on all NSF checks made on purchase of tickets from athletic office and corresponds with the District Attorney's office regarding the same.
17. Helps sell tickets for varsity football games as needed.
18. Completes absence from duty reports.
19. Submits student claim forms for insurance purposes in a timely manner.
20. 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, compile, 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, may travel in district, and statewide occasionally.

SUPERVISORY RESPONSIBILITIES:

Supervises VOE students and temporary help

EQUIPMENT USED:

Basic Office equipment

Paraprofessional Pay Grade: 6

Days: 226

Wage/Hour Status: Nonexempt

Updated: September 12, 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.