

Sample School

Position Description

JOB TITLE: Secretary

FLSA STATUS: Non-Exempt

DEPARTMENT:

HRS/WEEK: 7:30 to 4:00 (½ hr lunch)

REPORTS TO: Principal

DATE: October, 2008

Primary Purpose:

Perform secretarial and clerical support duties for the staff, i.e., typing, filing, mailing, recording data, and scheduling appointments. Assist in the efficient operations of the department and its programs and enhance staff effectiveness.

Essential Functions:

1. Greet students, faculty, employees, parents and visitors in a pleasant, professional manner and provide assistance as needed.
2. Review and sort all in-coming mail / materials and expedite distribution of correspondence to appropriate staff. Answer phone calls and take messages for staff, screening calls, if necessary and returning calls as directed.
3. Write, edit and type newsletters, letters and other documents for staff in a timely and efficient manner. Maintain proper filing systems, assuring accurate recording of documents and efficient retrieval system.
4. Update or create database(s) as needed, verifying facts for maintenance of mailing lists, tickler files, appointment schedules, etc.. Retrieve data as requested, sorting and preparing reports. Prepare labels for mailings, collate material, stuff and sort envelopes for mailing.
5. Assist the Principal(s) and/or business office in maintaining records of all financial transactions regarding activities of office by obtaining purchase order numbers and supplying documentation regarding purchases. Order office supplies or materials as requested by the supervisor.
6. Assist principal(s) in the preparation of all local, state, federal and Diocesan reports.
7. Able to operate all office machines and monitors need for service or repair.

8. Assist with other general office responsibilities as assigned - special projects, balancing of work load, or assisting in the absence of other employees

Knowledge, Skills, Experience Required or Preferred:

One year of advanced training in business administration, office procedures or general clerical skills. Minimum of two years experience in secretarial duties. Computer skills with knowledge of word processing, spreadsheets and databases required. Excellent organizational and communication skills needed, including the ability to deal tactfully and graciously with the public.

Must be flexible, with a willingness to learn and take on new challenges. Due to the accessibility of sensitive information, this employee must maintain confidentiality at all times with regard to students, families, faculty and staff.

Physical and Cognitive Requirements:

Sedentary work - involves sitting most of the time, walking and standing are required occasionally. There are no exposures to adverse environmental conditions. Clerical duties require working at distances close to the eyes; work deals with preparing and analyzing data and figures, use of computer terminals, extensive reading and visual interpretation. Duties require following written, oral or diagrammatic instructions involving several concrete variables.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required in the position described and may be supplemented or amended as necessary.

I have read and understand these job duties and my supervisor has reviewed these requirements with me.

Reviewed with: _____ Date: _____
(Employee)

Reviewed by: _____ Date: _____
(Supervisor)