

CHURCHILL COUNTY SCHOOL DISTRICT

SCHOOL OFFICE MANAGER-SECONDARY

FSLA Status: Non-Exempt

Created: 10/2004

Last Revised: 4/2015

DEFINITION

Provides responsible and complex secretarial support to the School Principal, Vice Principals, and Athletic Director; by performing a wide variety of office duties; exercise initiative and judgment in planning and organizing work; completing assignments; and handling routine problems.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the site Administrator and/or designee. Exercises both technical and functional supervision and management over secretarial support staff at assigned school site.

ESSENTIAL FUNCTIONS - *Performance of these functions is the reason this job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Performs secretarial functions for the site administrators; act as resource person for school or office policies and practices; provide information regarding facts and interpretations of programs or District policies or procedures. Participates in the development and implementation of goals, objectives, policies and priorities for the assigned program(s).
2. Assists in answering phones and greeting visitors; provides information to the public, teachers, students and other employees regarding school activities; established policies, rules, and regulations.
3. Completes requisitioning, ordering, and receipt of school supplies and equipment.
4. Compose, prepare, and types correspondence, memorandums, and statistical reports using a variety of computer software programs.
5. Receives and deposits funds, records financial transactions, and audits and balances the school fund account; assumes significant responsibility for the preparation and administration of assigned budget(s).
6. Prepare documents based on data obtained from records and other sources; process data in accordance with prescribed procedure; prepare periodic reports involving research from various sources; maintain records.
7. Maintain student body accounts and funds; maintain proper controls over money collected and deposited and provide reports as directed to the District Office.

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8. Draft checks for disbursement of activity funds for various accounts; maintain petty cash; perform bank reconciliation as set forth in Administrative Regulations.
9. Operates various office machines and equipment as required including computers and computer software, typewriters, calculators, printers, copiers and fax machines
10. Responds to questions and provide information regarding the school district site, its policies and practices; respond to questions by telephone, electronic means or by personal contact.
11. Assist students and their parents/guardians who have a wide variety of problems and questions.
12. Maintains confidentiality of information processed or received during the course of performing assigned duties.
13. Verifies staff attendance, schedule substitutes, and processes forms for employees absences, and prepares monthly payroll.
14. Maintains staff database records; produces staff list as necessary.

QUALIFICATIONS - *Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education or training.)*

Knowledge of:

- Basic functions are secretarial operations of a school site;
- English usage, spelling, grammar and punctuation;
- Modern office practices, procedures, methods and equipment;
- Business letter writing and extensive report preparation;
- Principles and procedures for financial record keeping;
- District policies and administrative guidelines; and
- Intermediate to advanced computer skills including Microsoft Office and specialized software (*i.e. PowerSchool, AESOP, Infinite Visions*);

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Skills to:

- Plan, organize, and review the work of clerical staff to meet schedules and timelines;
- Display courtesy and tact in dealing with those contacted in the course of work;
- Follow oral and written instructions and to exercise independence and judgment;

Ability to:

- Perform responsible secretarial work involving the use of independent judgment and personal initiative;
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities;
- Learn pertinent policies and procedures of the District and apply them with good judgment;
- Independently prepare correspondence;
- Compile and maintain accurate and complete records and reports; monitor site budget expenditures;
- Type and enter data at a speed necessary for successful job performance;
- Learn and effectively use computer hardware and software applicable to assignment;
- Work effectively in the absence of supervision;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Train staff in work methods, procedures, and operations of software programs used in the assigned areas; and
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines - *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Four ((4) years of advanced secretarial experience, with an emphasis on bookkeeping/accounting skills, preferably in a school setting.

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Training:

Possession of a high school diploma or its equivalent (GED); secretarial course work; bookkeeping, accounting or related field is desirable.

Required Certification and Licenses:

Must possess and maintain a valid Nevada Driver's License.

Possession of or ability to obtain a current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization within six (6) months of hire. Certification must be maintained for the duration of the assignment.

Physical and Mental/Intellectual Requirements: *The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity and coordination to use keyboard and video display terminal for prolonged periods. Cognitive ability to operate a computer using word processing and databases. Strength and stamina to bend, stoop, sit, and stand for long periods of time.

Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The ability to effectively communicate in person, via telephone or by electronic means as appropriate.

May lift objects in excess of twenty-five pounds (25) and occasionally lift or move objects weighing fifty pounds (50) or more.

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Please see chart below indicating specific physical requirements.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals are encouraged to discuss potential accommodations with the employer.

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting			X	
Standing		X		
Walking		X		
Bending/Stooping/Squatting/Twisting	X			
Crawling				
Kneeling	X			
Reaching above the body		X		
Reaching away from body		X		
Climbing Stairs	X			
Climbing while working (ladders, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight				
Pushing	X			
Pulling	X			
Grasping/Gripping		X		
Handling		X		
Applying Torque (arms)		X		
Fine Manipulation		X		
Repetitive Work			X	
Weight Barring				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/CRT			X	
Driving a Vehicle	X			
Working Alone		X		
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders > 6 Feet				

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Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemicals/Waste				
>8 Hours Per Day				
Overtime/Irregular Hours	X			
Senses:				
Eyes				X
Visual Demanding Work				X
Near Vision			X	
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination	X			
Audio Arms	X			
Ability to Smell	X			

Working Conditions: Work is performed under the following conditions.

Position functions indoors in an office type environment where most work is performed at a desk. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____