

# CHURCHILL COUNTY SCHOOL DISTRICT

## SCHOOL SECRETARY I

FLSA: Non-Exempt

Created: 10/2004

Last Revised: 04/2015

### DEFINITION

To perform a variety of responsible clerical duties involving typing, filing and maintaining of records and reports in support of an assigned school site or office.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the site Administrator, Office Manager and/or designee.

**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 a variety of responsible clerical duties for an assigned school site involving frequent and responsible contact with students, staff and the general public; receive and sort mail; duplicate and distribute materials as needed.
2. Maintains confidentiality of information processed or received during the course of performing assigned duties.
3. Serves as receptionist to students, teachers, parents/guardians and the general public; answer inquiries concerning standards, procedures and school programs.
4. Interprets school and District policies and procedures to students, staff and the public or directs the inquiry to the appropriate individual or department.
5. Performs activities related to student enrollment, attendance, release and transfer; input data into computer system; prepare periodic attendance report.
6. Compiles information from various sources and type a variety of forms, compiles and tabulates statistical data as directed.
7. Enrolls new students and withdraw students as assigned sites.
8. Collects and accounts for money collected in conjunction with fundraising, and other school activities such as school pictures, field trips, and special programs.

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9. Maintains time sheets and absence records; obtains substitute personnel as necessary.
10. Orders supplies as necessary; processes and distributes supplies.
11. Operates a variety of office machines including a multi-phone line, typewriter, calculator, copier, computer, printer, and fax machine.
12. Assists Office Manager in the performance of a variety of clerical duties.
13. Creates, organizes and maintains student files/school records.
14. Verifies student grades, updates cumulative folders, and prints report cards and/or transcripts.

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

### **Knowledge of:**

- Modern office practices, procedures and equipment including receptionist and telephone techniques and etiquette;
- Principles and procedures of record keeping;
- English usage, spelling, grammar and punctuation; and
- Basic mathematical principles; and
- Intermediate to advanced computer skills including Microsoft Office

### **Skills to:**

- Use good judgment in applying established guidelines to solve work problems;
- Deal courteously with the public and obtain the information necessary to assist them;
- Make accurate mathematical calculations;
- Perform clerical work with accuracy; and
- Operate a variety of office equipment.

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### **Ability to:**

- Learn, understand and apply the rules and regulations of assigned function or department;
- Learn and effectively use computer hardware and software applicable to assignment; specialized software (*i.e. AESOP, PowerSchool and Infinite Visions*);
- To learn and interpret District policies and administrative guidelines;
- Understand and follow oral and written instructions;
- Maintain records and prepare reports;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain cooperative-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, skills, and abilities are qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

### **Experience:**

One (1) year of responsible clerical experience including public contact; which has provided the knowledge, skills and abilities outlined above.

### **Training:**

Possession of a high school diploma or its equivalent (GED).

### **Required Certifications and Licenses:**

A valid Nevada driver's license is required at the time of hire.

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 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

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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 **SCHOOL SECRETARY I, continued**

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.

**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				
<b>Lifting &amp;/Or Carrying objects:</b>				
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	

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Driving a Vehicle	X			
Working Alone		X		
<b>Operating Machinery or Equipment:</b>				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders > 6 Feet				
Personal Protective Equipment				
Respirator Use				
<b>Work Conditions:</b>				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemicals/Waste				
>8 Hours Per Day				
Overtime/Irregular Hours	X			
<b>Senses:</b>				
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: \_\_\_\_\_

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Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_