

CHURCHILL COUNTY SCHOOL DISTRICT

SCHOOL SECRETARY II

FLSA: Non-Exempt

Created: 10/2004

Last Revised: 04/2015

DEFINITION

To perform a wide variety of complex clerical duties requiring specialized and technical knowledge; to maintain a variety of records; and to prepare reports and furnish information to District Administrators, staff, parents and students.

SUPERVISION RECEIVED AND EXERCISED

Receives general 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. Plans, schedules and performs a wide variety of difficult and complex clerical and data entry and keyboarding work related to the specialized function to which assigned.
2. Type letters, reports, bulletins, curriculum guides, handbooks, requisitions, and other materials from rough draft copy, marginal notes or verbal instructions from one or more Administrators; takes minutes and translates at meeting as required.
3. Maintains confidentiality of information processed or received during the course of performing assigned duties.
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. Conducts transactions with school personnel or the public in matters requiring detailed knowledge of rules, procedures, policies, precedents and activities.
6. Supplies information regarding facts and interpretations of programs or District policies or procedures.
7. Operates computers, various office machines, and associated peripheral equipment; when stoppage occurs, may determine reason; troubleshoot as appropriate.
8. Performs data entry to initiate, maintain and update records; retrieve data to generate reports from various databases; establish and maintain records.

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9. Maintains accurate records and prepare reports based on data obtained from records and other sources; process data in accordance with prescribed procedures.

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10. Performs a number of specialized functions within the assigned department or program requiring considerable knowledge of the program, its policies, terminology and clerical procedures.

11. Obtains substitute personnel.

12. Act as receptionist to students, teachers, parents/guardians and the general public, answer inquiries concerning standards procedures and school programs.

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 methods, practices, procedures and equipment;
- Principles and procedures of record keeping;
- English usage, spelling, grammar and punctuation; and
- Basic mathematical principles.

Skills to:

- Make mathematical calculations quickly and accurately;
- Perform complex clerical work with speed and accuracy;
- Operate standard office machines and equipment;
- Understand and follow oral and written instructions; and
- Communicate clearly and concisely, both orally and in writing.

Ability to:

- Learn, communicate and apply District rules, regulations, and policies; learn and apply procedures used in area of assignment;
- Maintain complex clerical records and prepare routine reports;
- Learn and effectively use computer hardware and software applicable to the assignment; *and specialized software (i.e. AESOP, PowerSchool and Infinite Visions);*
- Type and enter data at a speed necessary for successful performance;
- Work effectively in the absence of supervision; and
- Establish and maintain effective working relationships with those contacted in the course of work.

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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:

Three (3) years of increasingly responsible clerical experience which has provided the knowledge, skills and abilities outlined above.

Training:

Possession of a high school diploma or its equivalent (GED); supplemented by secretarial course work required.

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 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.

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.

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PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

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

ESSEIAL 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				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				

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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: _____