

**SCHOOL SECRETARY**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing moderately difficult clerical and typing duties in accordance with department policies and procedures. General supervision is received from a higher ranking clerical or administrative employee. Supervision may be exercised over the work of one or more lower ranking clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Receives and organizes work to be processed and recorded;

Types and processes all correspondence from the immediate supervisor;

Maintains confidential alphabetic, numeric and/or chronological files of correspondence, reports and records;

Schedules meetings and appointments for the immediate supervisor;

May supervise student assistants assigned to the department;

Operates a computer for student information and management in regards to course scheduling, grade reporting, interim reporting, transcripts, etc.;

Acts as receptionist for the department by answering telephones and greeting visitors;

Responsible for the maintenance, preparation and typing of accounting and statistical records and reports;

Requisitions office supplies and equipment as demanded within the budget allocations;

Recommends office supplies and equipment that should be implemented in the annual budget;

Maintains an inventory of supplies, materials and equipment;

Performs other related duties as may properly come within the scope of said position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to type accurately at a satisfactory rate of speed; **working knowledge of the basic procedures and practices of computer operation**; ability to understand and carry out oral and written directions; ability to get along well with others; ability to write legibly; ability to meet and deal with the general public; clear pleasing voice and manner of speaking; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; integrity; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience, one (1) year of which must have involved typing; or
- (b) Five (5) years of clerical experience which shall have involved typing; or
- (c) An equivalent combination of training and experience as defined by (a) and (b).