



Leadership • Collaboration • Support

JOB TITLE: Secretary

CSEA Salary Schedule, Range 18

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under general direction, performs responsible and varied secretarial and clerical duties.

JOB REQUIREMENTS AND QUALIFICATIONS

- Ability to type accurately.
- Ability to handle confidential material with discretion.
- Knowledge of efficient office methods and practices including filing systems, business correspondence, receptionist techniques and report writing.
- Knowledge of English usage, grammar, spelling, vocabulary and punctuation.
- Ability to operate standard office machines and use a business office level computer.
- Ability to effectively communicate in both oral and written form.
- Ability to establish and maintain effective work relationships with fellow employees, teachers, administrators, contact with other agencies, and the general public.
- Ability to take notes and transcribe accurately.
- Ability to learn to interpret and apply administrative and departmental policies, laws and regulations.
- Ability to understand and follow complex directions, both oral and written.
- Ability to establish and maintain complex records and prepare reports.
- Beginning level of skills as measured by a high school diploma or G.E.D. equivalent.

ESSENTIAL DUTIES

- Attends meetings/conferences and prepares minutes and summaries of action taken.

- Orders supplies, prepares and submits monetary claims, billing, purchase orders and requests for reimbursement.
- Types a wide variety of materials including complex reports, statistical and tabular forms, and finished copies from rough notes or oral instructions.
- Composes correspondence, memos, newsletters, brochures, etc., from basic oral or written instructions.
- Answers telephone calls and receives visitors, taking messages for administrators, teachers, or other unit personnel.
- Acts as information source regarding operation unit's policies and procedures and refers questions to appropriate personnel.
- Schedules appointments and maintains operational unit's calendar, exercising considerable discretion in the commitment of time.
- Maintains a variety of complex filing and cross-reference systems.
- Performs a variety of duties such as publishing newsletters, processing new instructional materials, interpreting regulations, issuing work permits, travel arrangement, etc.
- May maintain continuing record of budgetary expenditures and transfer funds and/or charges as necessary to maintain positive account balances.
- Receives, opens, time stamps and distributes incoming mail.
- Coordinates workflow with other unit personnel.
- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a framework of standard policies and procedures.

SUPERVISION EXERCISED

Employees in this classification may coordinate the workflow for other staff members in operational unit as it relates to clerical tasks or special project objectives.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)

Walking (15%)

Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (2)

Bending (3)

Pushing and/or
Pulling Loads (1)

Reaching
Overhead (2)

Kneeling or
Squatting (3)

Climbing Stairs (2)

Climbing Ladders (0)