SECRETARY

DEFINITION

Under general supervision, performs a variety of difficult and responsible clerical and secretarial work which requires the use of independent decision making.

DISTINGUISHING CHARACTERISTICS

Employees in this classification are under the general supervision of an administrator. Some non-routine phases of work are referred to the immediate supervisor for advice. Decisions and determinations are based on procedures which may not be clearly defined and work may be performed from limited instructions. The use of independent judgment is required on routine assignments.

EXAMPLES OF DUTIES

- Initiates and answers telephone calls.
- Makes appointments.
- Interviews callers, furnishing desired information or referring callers to proper authority.
- Takes and transcribes dictation.
- Writes letters and memoranda from rough draft, notes or oral instructions.
- Composes correspondence independently on routine matters.
- Types reports, memoranda and other material from rough drafts, straight copy, notes or oral instructions.
- Establishes and maintains files.
- Compiles information for and prepares reports.
- Collects data from office records for use by supervisor.
- Operates office machines.
- Administers first aid to pupils in the absence of a school nurse.
- Orders, receives, distributes and inventories school supplies.
- Serves as information liaison between the supervisor, other administrators, teachers, district office personnel and the general public.

QUALIFICATIONS

KNOWLEDGE OF:

- Modern office methods, practices and procedures.
- Business English, spelling and arithmetic.
- Office machines.
SECRETARY (Continued)

ABILITY TO:

- Perform clerical work with speed and accuracy.
- Type at a speed of 45 words per minute from clear, legible copy.
- Learn, interpret and apply school policies, laws, rules and regulations.
- Make arithmetical calculations.
- Spell correctly and use good English.
- Understand and carry out oral and written directions.
- Maintain effective relationships with school staff, students and the general public.

EXPERIENCE

- General clerical and stenographic experience desirable.

EDUCATION

- Equivalent to completion of the twelfth grade.

OTHER

Sutherlin SD employees are expected to be completely honest in their employment capacity. Due to the fiduciary responsibilities of fiscal office employees, the requirement for honesty is given the greatest weight. Failure to be completely honest in the employment capacity will lead to discipline up to and including dismissal.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: ___________________________ Date: ______________

Employee Printed Name: ___________________________

Steve Perkins Signature Page 2-24-2015