

Secretary Category 4/Grade II

Title: Secretary Category 4

Reports to: Building or Department Administration

Position Summary: Responsible for performing a variety of general and specialized clerical duties requiring the application of standard procedures with minor discretion within a school or in a functional department.

Qualifications:

1. Minimum of a high school diploma; some secretarial coursework preferred
2. Strong oral and written communication skills
3. Basic computer skills, including use of MS Office
4. Ability to work cooperatively

Work Year: 10 or 12 months

Duties: Responsible for:

1. General clerical duties, including word processing and computer work;
2. Preparing letters, memos, forms and other items as required by the department/office;
3. Maintaining confidentiality on student, employee and school matters; may handle information of a sensitive nature;
4. Operating photocopiers and other office technology;
5. Maintaining departmental files; filing and retrieving correspondence, records and documents;
6. Performing routine bookkeeping tasks;
7. Screening visitors and incoming telephone calls, answering routine inquiries on own initiative;
8. Sorting and distributing mail;
9. Ordering supplies for department; requesting maintenance services for office equipment as needed;
10. Preparing specialized reports for department;
11. Assisting other departmental secretarial staff and filling for secretary absences;
12. Performing specialized duties applicable to assigned school or functional department;
13. Assisting teachers and students by providing information and materials;
14. Keeping records and issue student passes;
15. Corresponding with parents to obtain and provide information as directed;
16. Providing functional guidance to other clerical employee as needed;
17. All related duties as assigned by the administration.

Revised 10/12

Secretary Category 5

Title: Secretary Category 5

Reports to: Building Principal

Position Summary: The category 5 secretary is assigned to specific duties within bookkeeping or attendance offices.

Qualifications:

1. High school diploma; Coursework in secretarial or technology preferred
2. Strong oral and written communication skills
3. Intermediate computer skills, including use of MS Office, databases, and other web-based programs
4. Ability to work cooperatively

Work Year: Ten or twelve Months (specific to the position)

Duties:

1. Intermediate level clerical duties, including word processing and computer work;
2. Preparing letters, memos, forms, reports and other items as required by the department/office;
3. Maintaining confidentiality on student data, including financial and attendance data, employee and school matters; may handle information of a sensitive nature;
4. Operating photocopiers and other office technology;
5. Maintaining departmental files; filing and retrieving correspondence, records and documents;
6. Performing bookkeeping tasks as required by the specific position;
7. Screening visitors and incoming telephone calls, answering routine inquiries on own initiative;
8. Ordering supplies for department; requesting maintenance services for office equipment as needed;
9. Preparing specialized reports for department;
10. Assisting other departmental secretarial staff and filling for secretary absences;
11. Performing specialized duties applicable to assigned school or functional department;
12. Assisting teachers and students by providing information and materials;
13. Keeping records and issue student passes;
14. Corresponding with parents to obtain and provide information as directed;
15. Providing functional guidance to other clerical employee as needed;
16. All related duties as assigned by the administration.

Secretary Category 6/Grade III

Title: Secretary Category 6

Reports to: Building or Department Administration

Position Summary: Perform a variety of secretarial and clerical duties for supervisory, professional or administrative personnel within a department or school.

Qualifications:

1. High school diploma; Coursework in secretarial or technology preferred
2. Strong oral and written communication skills
3. Intermediate computer skills, including use of MS Office, databases, and other web-based programs
4. Ability to work cooperatively

Work Year: Ten or twelve Months (specific to the position)

Duties: Responsible for

1. Intermediate to advanced clerical duties, including preparation of school or departmental reports;
2. Drafting and editing letters, memos, forms and other items as required by the department/office;
3. May coordinate budget preparation and reporting, including purchase orders and budget comparison reports;
4. Maintaining confidentiality on student, employee and school matters; may handle information of a sensitive nature;
5. Operating photocopiers and other office technology; utilizing specialized software;
6. Maintaining a system for departmental files; filing and retrieving correspondence, records and documents;
7. Performing bookkeeping tasks;
8. Scheduling administrative appointments, handling phone inquiries, communicating with other departments on own initiative;
9. Handling incoming and outgoing mail;
10. Ordering supplies for department; requesting maintenance services for office equipment as needed;
11. Manages input of attendance for department or school;
12. Preparing specialized reports for department;
13. May direct other secretaries in fulfillment of duties; assisting other departmental secretarial staff and filling for secretary absences;
14. Performing advanced duties applicable to assigned school or functional department;
15. Assisting school community, including parents, staff, and students by providing information and materials;
16. Corresponding with parents to obtain and provide information as directed;
17. All related duties as assigned by the administration.

Secretary Category 7/Grade IV

Title: Secretary Category 7

Reports to: Building or Department Administration

Position Summary: Responsible for performing high level secretarial, clerical and administrative duties for department manager or school principal, and provide secretarial assistance to other supervisory, professional or administrative personnel within a department or school.

Qualifications:

1. High school diploma; Coursework in secretarial or technology preferred
2. Strong oral and written communication skills
3. Advanced computer skills, including use of MS Office, databases, and other web-based programs, including district systems
4. Ability to work cooperatively and provide guidance to other staff members.

Work Year: 12 months

Duties: Responsible for

1. Performing advanced clerical duties, including preparation of school or departmental reports, spreadsheets, charts and graphs;
2. Organizes administrative calendar; sets up meetings including booking locations and corresponding with participants; sets agenda as required;
3. Drafting and editing letters, memos, evaluations, forms and other items as required by the department/office;
4. Keeps attendance records for department or school as necessary;
5. Overseeing input into budget programs and creation of detailed reports of expenditures, which may include purchase orders and budget comparison reports;
6. Maintaining strict confidentiality on student, employee and school matters; handles information of a sensitive nature;
7. Coordinates a department filing system;
8. Manages large scale projects and initiatives under the direction of the administrator;
9. Scheduling administrative appointments, handling phone inquiries, communicating with other departments on own initiative;
10. Handling incoming and outgoing mail;
11. Ordering supplies for department; requesting maintenance services for office equipment as needed;
12. Preparing specialized reports for department;
13. Directs other secretaries in fulfillment of duties; assists and trains other departmental secretarial staff;
14. Performing advanced duties applicable to assigned school or functional department;
15. Assisting school community, including parents, staff, and students by providing information and materials;
16. Corresponding with parents to obtain and provide information as directed;
17. All related duties as assigned by the administration.