

**Job Title:** SECRETARY, PEIMS DATA QUALITY, COMPLIANCE AND ACCOUNTABILITY  
**Reports To:** Director, PEIMS Data Quality, Compliance and Accountability  
**Dept/School:** PEIMS Data Quality, Compliance and Accountability  
**Wage/Hour:** Status:Non-exempt  
**Date Revised:** July 22, 2019

**Primary Purpose**

Organize and manage the routine work activities of an administrative office and provide clerical services for the department head and support staff. Maintain the electronic filing system and naming protocol for storage of permanent records. Support the department in maintaining high quality data expectations in all aspects.

**QUALIFICATIONS**

**Education/Certification**

High school diploma or GED  
60 College Hours, preferred  
Valid driver's license

**Special Knowledge/Skills**

Advanced skills in Microsoft Office Suite (Excel, Word, PowerPoint, Publisher) and Adobe Professional  
Proficient typing/word processing (minimum of 35 WPM) and file maintenance skills  
Effective organizational, communication, and interpersonal skills  
Ability to organize and prioritize responsibilities and projects in order to meet timelines  
Ability to multi-task  
Knowledge of basic accounting principles

**Experience**

Three years secretarial experience, preferably in a public education environment

**MAJOR RESPONSIBILITIES AND DUTIES**

**Records and Reports**

1. Prepare written correspondence, forms, schedules, meeting agendas, training materials, or reports using typewriter or personal computer.
2. Assist the director in preparing reports for dissemination to central office and the board of trustees.
3. Maintain calendars of events, such as attendance and discipline reporting, report card and IPR reporting and PEIMS deadlines.
4. Create interactive forms using Excel, Word, and/or Adobe Professional.
5. Receive and process Credit-by-Exam results; record grades in the student information system (SIS)

**Reception and Phones**

6. Receive incoming calls, take reliable messages, and route to appropriate staff.
7. Assist parents, teachers, staff members, secretaries and parents as needed.
8. Provide helpdesk support for Skyward-related login issues.

**Files**

9. Maintain physical and computerized files, such as inventory of building and office supplies, mailing lists, student records, visitor logs, and office communication.

- 10. Create, process, and track maintenance and IT work orders.
- 11. Update handbooks, policy manuals, and other documents as assigned.

**Accounting and Inventory**

- 12. Prepare and process purchase orders; receive, store, and issue supplies and equipment; collect supplies for warehouse and local merchants as needed.
- 13. Perform routine bookkeeping tasks; assist director with budget preparation; maintain department budget.

**Ethics**

- 14. Promptly report any suspected violations of the code of ethics, such as theft, fraud, data manipulation, or any other dishonest act in the workplace.
- 15. Safeguard against unauthorized access to assigned computer system and electronic data.
- 16. Maintain confidentiality of all data and files.

**Other**

- 17. Schedule appointments and maintain director’s calendar.
- 18. Sort, distribute, and deliver mail and other documents.
- 19. Perform other duties assigned by supervisor.

**Supervisory Responsibilities**

None

**EQUIPMENT USED**

Personal computer, scanner, printer, calculator, fax machine, copier and typewriter

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions. Repetitive hand motions; prolonged use of computer. Prolonged and irregular work hours. Frequent district-wide travel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_