

Job Title: SECRETARY, STUDENT SERVICES
Reports to: Director of Student Services
Dept./School: Student Services, Annex I
Wage/Hour Status: Non-exempt
Date Revised: 2014-2015

Primary Purpose

Operate an efficient office in accordance with administrative regulations and procedures.

QUALIFICATIONS

Education/Certification

High school diploma or GED

Special Knowledge/Skills

Proficient in typing/word processing (minimum 35 WPM) and file maintenance skills
Certified as a Notary Public, preferred
Effective communication and interpersonal skills
Basic math skills
Ability to use personal computer and software to develop spreadsheets and databases
Ability to do word processing
Effective language skills in English and Spanish

Experience

Three years secretarial experience, preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, requisitions, office budget, etc., for the department head and other department staff members using personal computer.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Maintain physical and computerized departmental files.
4. Maintain student records as needed.

Accounting

5. Perform routine bookkeeping tasks, including simple arithmetic operations to maintain all office operations for the department.
6. Prepare purchase orders, amendments, budget changes, bank deposits, and payment authorizations as needed.
7. Post and keep current encumbrances and expenditures in ledger.

General Office Duties

8. Answer incoming calls, take reliable messages, and route to appropriate staff.

9. Greet and direct clients to proper staff.
10. Maintain a schedule of appointments and make travel arrangements for department staff.
11. Receive, sort, and distribute mail and other documents to department staff.
12. Maintain files and verify records required by regulations.
13. Fulfill requests for school transcripts from individuals and institutes of higher learning.
14. Maintain file cumulative folders for all "no shows" in grades K-5 and send folders to appropriate school as students enroll during the school year.
15. Provide Data Processing Department and other offices with records of newly entered students to place in student profile record.
16. Registration of students, updating policy manuals, preparing Student Handbooks/ Student Code of Conduct, and delivering confidential letters.

Other

17. Perform other duties assigned by supervisor.
18. Maintain confidentiality of information.

EQUIPMENT USED

Personal computer, multi-line phone system, typewriter, printer, calculator, copier, fax machine, microfiche reader printer, shredder, and other electronic equipment assigned to the Office of Pupil Services

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Minor physical work that include walking, standing, stooping, bending, reaching, and occasional lifting.

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:** _____