



SECRETARY/BOOKKEEPER

Department: Administrative

Pay Grade: 105

FLSA Status: Non-Exempt

GENERAL PURPOSE

Performs administrative and support duties within an office in order to support the orderly functions of the district. Provides administrative support and direction for the student body as well as the school district staff. Serves as a point of contact for those outside of the district who are attempting to contact those within the school district services.

ESSENTIAL JOB FUNCTIONS

- Copies and compiles records and reports.
- Maintains and balances the school funds.
- Bills parents for lost or damaged Chromebooks and textbooks.
- Creates purchase orders. Operates computer terminal to input and retrieve data.
- Operates office machines such as typewriter, adding, calculating, and duplicating machines.
- Inputs into computer student course requests and maintains all student schedules.
- Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, and other material.
- Compiles and files student grade and attendance reports and other school records as required.
- Greets visitors to school, determines nature of business, and directs visitors to destination.
- Talks with student encountering problem and resolves problem or directs student to another worker.
- Answers telephone to provide information, take message, or transfer calls.
- Orders and dispenses school supplies.
- Accepts and deposits funds for school supplies and student activities.
- Disburses funds, records financial transactions, and audits and balances student organization and other school fund accounts.
- Maintains calendar of school events.
- Contacts substitute teachers when necessary.
- Write bus passes for students.
- Inventory and organize school supplies and distribute to staff.
- Supervise students brought back to school by the bus.
- Call parents to pick students up.
- Arranges for office equipment maintenance.
- Organizes and maintains file system, and files correspondence and other records.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school degree or GED required.
- Two (2) years of experience preferred.
- Three (3) months of related experience and training required. OR equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the various departments within the schools and school district.
- Skill in managing digital and physical records.
- Skill in communicating with and helping students and non-students.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of employees.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORKING CONDITIONS

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The employee will operate in an office environment where the lighting is mild and exposure to loud sounds is minimal.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle, feel, talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk. The employee may occasionally need to lift and move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date