

Pittsfield School District

**Job Description – Secretary II**

**Title:** Secretary II

**Purpose:** Performs a wide variety of secretarial and administrative duties to assist with data entry, processing paperwork, and varied duties in support of the school administration. Performs all other related work as required.

**Minimum Qualifications:**

1. Education, Training, and Experience: High school education plus at least three to five years of clerical, office experience, preferably in a school setting, or any equivalent combination of education, and experience.
2. Knowledge, Ability, and Skill:
  - A. Knowledge: Thorough knowledge of office procedures, practices, and terminology. Knowledge of policies and procedures of the school and district. Knowledge of the operation of computer software applications. Working knowledge of Microsoft Word, Excel, and data entry.
  - B. Ability: Ability to deal effectively and tactfully with staff and the public. Ability to work independently and to participate as a team member. Ability to interpret and implement instructions provided in oral and written form. Ability to prioritize and complete multiple tasks at one time with frequent interruptions. Accuracy and attention to detail.
  - C. Skill: Expertise and skill in utilizing personal computers, popular word processing, database, and spreadsheet applications. Excellent customer service and interpersonal skills. Excellent written and oral communication skills. Strong organizational skills. Skill in all of the above listed tools and equipment.
3. Physical Requirements:

*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 frequently required to work at a desk; regularly convey information to school employees and the public; regularly move about inside the office to access file cabinets and office machinery; and traverse stairs. The employee must occasionally lift and/or move objects weighing up to 30 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens for extended periods of time. Vision and hearing at or correctable to normal ranges.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

1. Performs varied functions to support school administration including answering the telephone, photocopying, typing, scheduling appointments, sorting and distributing mail.
2. Responsible for the activity account and disbursement of funds, as well as monthly reporting. Additionally, assists with budget preparation.
3. Provides new student paperwork for new registrations and enters data into the PowerSchool system; establishes files.
4. Manages and organizes new employee procedures including scheduling fingerprinting, initiating criminal checks, etc.
5. Assists with fire drill procedures by ensuring that there is an accounting for all students and staff.
6. Participates in in-service training that ensures that secretarial staff is cross-training.
7. Monitors security by watching who comes into the school; ensures students can leave with appropriate individuals and document information in the computer.
8. Provides assistance as a substitute coordinator if a teacher calls out, a replacement is located.
9. Types meeting notices; puts information on the Google calendar system; and inputs financial information for CAD aide and 402 students.
10. Assists with students who may need attention in the absence of the nurse, behavior planning supervisor and duty personnel.
11. Provides general support to school programs as needed.
12. Types a variety of school documents such as the school handbook, annual teacher packets, curriculum, and other documents.
13. Processes purchase orders and reconciles orders with appropriate paperwork.
14. Complies with all policies and procedures established by the School Board and school administration.
15. Provides support for other office personnel such as collating, organizing, and distributing paperwork.
16. Conducts data entry tasks as requested.
17. Maintains and ensures appropriate paperwork for student registration is provided and entered into the school database system.
18. Performs similar or related work as required, directed, or as situation dictates.

**Supervision:**

1. Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of school operations and the exercise of judgment and initiative to perform duties and complete assigned tasks.
2. Supervision Received: Works under the direction of the assigned administrator.
3. Supervision Given: None.

**Work Environment:**

1. Work is performed in an office environment. Majority of work is performed in a moderately noisy work environment with frequent interruptions.
2. Operates computer, printer, scanner, telephone, copier, facsimile machine, and all other standard office equipment.
3. Make frequent contact with school district staff, public, students, parents, and teachers. Contact is in person, by telephone, or by email.
4. Employee has access to highly sensitive and confidential information pertaining to staff, parents and students.
5. Errors could result in delay or loss of service, and possible legal ramifications.

**Terms of Employment:** As established by the Pittsfield School Board.

**Performance Evaluation:** Probationary period and annual performance evaluation as established by the Pittsfield School Board.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Adopted: November 7, 2019