

**Enterprise Elementary School District
Job Description**

Job Title: Secretarial Assistant (Classified Position)
Department: District Office
Reports To: Superintendent
Range: Classified Salary Schedule – Range D
Work Days: 225
Prepared By: Administrative Assistant, Human Resources
Prepared Date: May 11, 2005
Approved By: Board of Education
Approved Date: October 5, 2005

DEFINITION - Under the supervision of the Superintendent and Superintendent's Administrative Assistant, acts as a secretarial assistant performing a wide variety of responsible receptionist, clerical, and secretarial duties and performs other duties which reasonably relate to the above.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives the public and acts as receptionist for persons coming into the District Office.
- Greets and directs incoming callers and makes appropriate connection to the party requested.
- Takes and transmits messages including bus transmitter.
- Gives routine information as requested.
- Notifies interested parties of the time and place of meetings and conferences.
- Maintain and operate the District's automated substitute calling service, telephones substitutes, and maintain appropriate records and reports related to those calls.
- Produce and maintain electronic and hard copy communications.
- Receives and distributes incoming mail, bulletins, agendas, curriculum materials, and other printed materials as needed.
- Schedules District Office facilities and conference room use.
- Assists with preparation of enrollment and attendance reports; intra- and inter-district agreements, including billing and accounting for use of school facilities; mail out of materials; filing of payroll records and commercial warrant invoices; and other reports as needed.
- Maintains supply closet and office machines as required.
- Prepares copies of materials as required.
- Other duties may be assigned as related to the position.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must have the ability to compile and maintain accurate, complete records and reports; knowledge of modern office technology, methods, practices and procedures; type and operate various office machines; maintain cooperative relationships with those contacted in the course of work; understand and carry out oral and written directions; meet the public tactfully and courteously, and provide assistance and service. Must be able to work independently and be self-directed in those areas assigned as major responsibilities.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE - High school diploma or general education degree (GED); 6 months clerical experience involving public contact; knowledge and experience of computers and related programs.

LANGUAGE SKILLS - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Strong Communication skills to speak effectively before groups of customers or employees of the school district. Must be able to readily take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the staff in the specific duties as outlined above.

MATHEMATICAL SKILLS - Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY - Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

OTHER SKILLS AND ABILITIES - High level of computer skills and knowledge/experience in a wide variety of applications. Ability to type 45 W.P.M, net. Ability to work on a variety of tasks simultaneously with frequent interruptions. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to interact with staff, students, parents, and others in an open, friendly and professional manner.

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 sit and talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance, and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.


CSEEA President


Date


Director of Business Services


Date


Board Approval (Clerk)


Date