
TITLE: SECRETARY

REPORTS TO: Building Principal or designee

QUALIFICATIONS:

1. High School diploma or equivalent training
2. Minimum of two (2) years' related work experience
3. Good typing skills and knowledge of Microsoft Office
4. Knowledge of office equipment and efficient office procedures
5. Good telephone skills and ability to communicate effectively
6. Required criminal history check and proof of U.S. citizenship or resident alien status

JOB GOAL: To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

PERFORMANCE RESPONSIBILITIES:

1. Receives and routes incoming calls and correspondence.
2. Performs usual office routines.
3. Prepares correspondence, notices, and reports.
4. Maintains a well-organized up-to-date filing system.
5. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
6. Arranges meetings, prepares agendas, and handles follow-up activities, as necessary.
7. Assists, logs in, and directs visitors to the schools.
8. Maintains confidentiality, as required and appropriate.
9. Performs other tasks related to the efficient operation of the office, as assigned.

TERMS OF EMPLOYMENT: As set forth in the collective bargaining agreement between the Board and the W.T.E.A.

EVALUATION: Annual in accordance with Board policy

APPROVED: August 3, 2004