

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

03/10	SENIOR SECRETARY	2.1.5
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing a wide variety of responsible and sensitive secretarial and clerical duties for assigned programs or a department and/or administrator/supervisor.

CLASS CHARACTERISTICS

Positions in this classification perform clerical duties for a single program or operation or for multiple smaller programs or operations. This class is distinguished from the Secretary class in that the work performed encompasses a broader range of duties, and employees have more discretion to determine an appropriate course of action based on established rules, policies, and procedures related to their program or operation area. Positions in this class also have greater responsibility for the dissemination of information and the interpretation of procedures within established guidelines. May assign work to subordinate clerical classifications. Requires general program knowledge specific to the area of assignment. May serve multiple professional staff or a single administrator.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor and may receive functional and technical supervision from higher level office support staff. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations. Work is reviewed only periodically to assure compliance to standards and measured results.

May exercise functional supervision over clerical staff.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Providing clerical support to assigned program or department; maintaining technical records for a significant function within the assigned program or department.

Interpreting and explaining program or department policies, rules, and regulations in response to inquiries; referring inquiries as appropriate.

Compiling information and data for statistical and financial reports; providing information to supervisor as requested.

Compiling and assembling various special reports, forms and summaries.

Initiating and maintaining a variety of files and records and maintaining manuals and updating reference materials.

Composing routine correspondence.

Serving as an office receptionist; screening calls and visitors, and referring inquiries as appropriate.

Word processing a variety of written material including letters, tests, reports, statistical data and charts from rough draft, verbal instructions; typing, proofreading and processing documents; typing a high volume of material. May use a transcription machine/recorder.

Making travel arrangements, maintaining appointment schedules and calendars, and arranging meetings and conferences.

Receiving and distributing regular and electronic mail.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Work organization and research techniques sufficient to collect data for a variety of assignments.

Basic bookkeeping principles and practices.

English usage, spelling, grammar and punctuation.

Modern office methods, procedures and office computer hardware and software applications.

Principles and practices of business letter writing.

Record keeping principles and procedures and database and spreadsheet preparation.

Ability to:

Quickly acquire a working knowledge of departmental policies and procedures and the operation of clerical services within program or department.

Perform clerical support functions requiring independent judgment, decision-making and problem solving.

Research information and compose memos, letters and other correspondence for self or an administrative superior.

Plan, organize, prioritize and complete a high volume of work in a timely and efficient manner.

Operate a computer to enter, revise, and retrieve information, or use word processing or programs.

Learn the organization and operation of other departments.

Analyze situations carefully and adopt effective courses of action.

Understand and apply department policies and procedures.

Compile information, maintain extensive records and prepare reports.

Communicate clearly and concisely, both orally and in writing.

Type at a speed necessary for successful job performance.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Three years of progressively responsible clerical experience in a sophisticated office setting.

Training:

Equivalent to the completion of the twelfth grade.

Work Environment

Climate controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels from moderate to loud and occasional to frequent time periods.

Physical Requirements

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Senior Secretary

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____