



### **Classification Summary**

1. Performs a variety of office secretarial, bookkeeping and administrative duties which require a broad knowledge of administrative, secretarial and clerical practices and procedures.
2. Serves as secretary to a Middle School principal and staff requiring a thorough knowledge of all school functions, procedures, building facilities, and applicable district and school rules, regulations and policies.
3. Exercises considerable discretion in the protection and release of confidential information and in the interpretation and administration of policies and procedures within guidelines set by the administrator.

### **Distinguishing Characteristics**

This position is distinguished from other school secretarial positions by the emphasis on secretarial duties for the principal and assistant principals, bookkeeping, and supervision of the office secretarial and clerical staff.

### **Supervisory Relationships**

1. Reports to and receives work assignments and direction from the school principal and assistant principals.
2. Positions in this class lead the work activities of other secretarial and clerical employees and student workers. Typical tasks include training, workload distribution, directing work flow, reviewing and correcting work, and generally overseeing the work of the main office. May plan and schedule work operations and employee assignments. May make recommendations to a superior regarding hire and performance appraisal decisions, but incumbents have no official authority for personnel actions.

### **Examples of Duties**

1. Take and transcribe dictation, often of a confidential nature, in shorthand or on Dictaphone. Type correspondence, memoranda, newsletter, minutes, reports and staff evaluations for one or more administrators which involves determining correct format, layout, grammar and editing of rough drafts.
2. Assist in relieving superior of administrative details, which includes prioritizing and composing responses to routine correspondence. Assure proper correspondence layout, arrangement and grammatical composition.
3. Receive and screen the Principal's telephone calls and visitors.
4. Receive and respond to requests for information verbally or in writing. Obtain and provide responses for those situations where information is available and established procedures permit dissemination. Analyze unusual or complex situations and refer to the appropriate position for resolution. Often assist in developing these responses. This may involve either substantial telephone contact, direct public interaction or correspondence. Presentation of a professional image for the authority is important in these relationships.
5. Schedule and coordinate meetings, appointments, interviews and other plans for administrative staff.
6. Monitor student body accounts and funds. Receive and receipt all monies, balance receipts, prepare bank deposits, prepare monthly financial statements and reconcile monthly bank statements. Maintain double entry ledger of all funds.
7. Receive and receipt all monies received at the school such as school store, cafeteria, fund raising, faculty fund, student body fees and activities. Prepare monthly financial reports. Write checks on demand on the student body fund, and monthly for accounts payable such as charge accounts and school store supplies.
8. Requisition warehouse supply orders through computerized ordering system; receive and stock supplies; type purchase orders for outside vendors and assign budget account numbers. Monitor all approvals and purchases on district budget accounts.
9. Compile preliminary annual budget and student body budget for presentation and decision-making; type final budgets.

10. Monitor budget accounts assigned to the school; determine code allocation, post and balance revenue or expenditures; provide account status upon request; prepare monthly report.
11. Receive and review food program applications; sell lunch tickets; receipt cafeteria monies; compile monthly reconciliation report.
12. Maintain and distribute petty cash fund monies.
13. Prepare large documents on the word processor such as student handbooks, curriculum guides, and teacher handbooks; store, edit, format, type, proof, print and distribute.
14. Respond to students requiring medical attention in the absence of the school nurse; administer basic first aid and dispense medications according to direction from doctor or parent; arrange appropriate medical attention for students as required.
15. Maintain record keeping system and files on a variety of data such as staff absences; compile data from many sources; verify, code entry and store for later retrieval and report preparation.

#### **Required Knowledge, Skills and Abilities**

1. Thorough knowledge of administrative secretarial principles and practices.
2. Ability to type 60-80 wpm with accuracy on word processing equipment; ability to learn applicable software programs for computer equipment.
3. Ability to proficiently operate current office technology and equipment (e.g., computer systems, ten-key calculator, fax, copiers, etc.)
4. Working knowledge of district and school rules, regulations and policies applicable to area of assignment.
5. Knowledge of supervisory principles and practices and the ability to apply that knowledge in supervising secretarial, clerical, student and volunteer staff.
6. Ability to establish and maintain effective work relationships with district personnel, administrators, school staff, middle school aged students, volunteers, parents and the general public.
7. Ability to communicate effectively orally and in writing.

#### **Minimum Qualifications for Class Entry**

1. Three years recent experience in administrative secretarial work in a high public contact setting including supervisory or lead responsibilities preferably in a public school setting.
2. Training and experience in bookkeeping with responsibility for multiple accounts.

#### **Work Environment**

Incumbents work in the main office of a Middle School with a variety of subordinate secretarial, clerical, student and volunteer staff.