

MORGAN COUNTY SCHOOL DISTRICT
Classified Employee Job Description
Revised August, 2020

Job Title: Athletic Secretary
Department: MHS Administrative
Number Employed: 1
Hours: 5.8 hours per day
Salary Schedule: Assistant Secretary - \$13.80

GENERAL FUNCTION

General administrative duties associated with the operating and maintaining of the sports/clubs of the high school.

ORGANIZATION STRUCTURE

Job Title: Athletic Secretary
Jobs Reporting to this Title: none
Supervisor's Title: Athletic Director / Principal

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Collect paperwork from students for sports/club participation.
2. Track Student eligibility to participate in sports/club
3. Track student sports/club fees
4. Enter sports schedules in arbiter
5. State reports due to UHSAA – including pictures, rosters, Academic all-state, schedules
6. Sports/club related bus/vehicle, and hotel requests and scheduling
7. Scheduling, league central
8. Paying all officials
9. Maintain coaches directory, including certificates and training
10. Scheduling of facilities

MARGINAL FUNCTIONS

1. Assist financial secretary with change, receipts, front counter.
2. Answer phones as needed
3. Assist Head secretary as needed.
4. General office assistance.
5. Organize all paperwork associated with sports/club participation.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements--Not limited to the following:

1. Physical ability to perform the essential functions listed above with or without reasonable accommodation.
2. Physical, mental and emotional requirements will be developed when needed for purposes of reasonable accommodation.
3. Ability to work in high stress situations at times.

Educational Requirements:

High school graduation or equivalent education and/or experience.

Knowledge & Ability:

1. Demonstrate an excellent attendance record including being at work promptly
2. Demonstrate the ability to work effectively with community members, staff, students, and coworkers.
3. Must possess a strong work ethic.
4. Must have strong communication (written and oral) skills. Individual must be positive, friendly, and have an outgoing attitude toward others.
5. Must maintain confidentiality.
6. Should possess initiative- the ability and desire to see what needs to be done and then do it. Individual must be a problem solver.
7. Must have the ability to follow through on all assignments in a timely fashion.
8. Must place an emphasis on detail and organization.
9. Must demonstrate competency in the use of Microsoft Office Suite including Word, Excel, PowerPoint, and Publisher. Word Processing skills must be accurate and efficient.
10. Demonstrate a strong command of grammar, spelling, and word usage. This knowledge must be such that it can be effectively used in proofreading, editing, and revising documents.
11. The ability to do basic math including addition, subtraction, multiplication, and division of whole numbers, mixed numbers, decimals, and percentages.
12. Basic understanding of financial procedures.
13. Basic understanding of purchasing procedures.
14. Ability to transcribe from voice recordings of proceedings.

Job-Related Experience:

Licenses/Certification:

Business office credentials, certificates, or degrees preferred.

Machines, Tools & Equipment Used:

1. Computer
2. Paper Shear
3. Copiers
4. Fax machines
5. Time Clocks
6. Phone systems
7. Voice recorders and dictation systems
8. Various office related equipment.
9. Scanner