

ALPENA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title: Central Office Secretary
Reports to: Superintendent
Dept./School: Central Office
Wage/Hour Status: Non-Exempt
Approved: March 10, 2014

Primary Purpose:

Ensure efficient operation of administrative office and provide clerical services for administrative staff.
Promote a positive image and perception of the District.

Qualifications:

Education/Certification:
High school diploma or GED

Special Knowledge/Skills:
Proficient typing, word processing, and file maintenance skills
Effective organizational, communication, and interpersonal skills
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
Knowledge of basic accounting principles

Experience:
One to three years secretarial experience, preferably in public education environment

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare written correspondence forms, schedules, or reports using typewriter or personal computer.
2. Prepare instructional materials, meeting agendas, and other forms or databases as requested, using typewriter or personal computer.
3. Maintain school calendar of events.
4. Schedule meetings and appointments and maintain calendar for administrator.

Reception and Phones

5. Assist students, teachers, and parents as needed.
6. Receive incoming calls, take reliable messages, and route to appropriate staff.

Files

7. Maintain physical and computerized files including inventory of office supplies, mailing lists, personnel records, visitor logs, and office communication.

8. Update handbooks, policy manuals, and other documents as assigned.

Accounting and Inventory

9. Receive, store, and issue supplies and equipment.
10. Perform routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records.
11. Prepare and make cash deposits for activity club account(s). May be responsible for maintenance of activity checkbook(s) and ledger(s).

Other

12. Sort, distribute, or deliver mail and other documents.
13. Maintain confidentiality.
14. Other duties as assigned by the Superintendent.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, typewriter, printer, copier, fax machine, calculator, and telephone

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions. Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.