

Job Description  
Sedgwick County Educational Services Interlocal Cooperative #618

**Psychologist Secretary**

**Purpose Statement**

The job of Psych Secretary is done for the purpose/s of providing secretarial support to psychologist; establishing and maintaining records; compiling and distributing materials and reports; and responding to inquiries from a variety of internal and external sources.

This job reports to the School Psychologist(s).

**Essential Functions**

- Attends a variety of meetings (e.g. staff meetings, in-services, etc.) for the purpose of conveying and gathering information required to perform functions.
- Compiles data (e.g. meeting results, documentation of student history, etc.) for the purpose of preparing reports or processing requests.
- Coordinates assigned projects and activities (e.g. arrangements for meetings, requested reports, etc.) for the purpose of completing activities and delivering services in a timely fashion.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring availability of necessary items.
- Maintains a variety of documents, files, and records (e.g. referrals, student records, etc.) for the purpose of providing up-to-date information and historical references in accordance with established administrative guidelines and legal requirements.
- Prepares a variety of correspondence, reports, and other materials (e.g. charts, periodic and ad-hoc reports, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Processes a variety of documents and materials (e.g. IEP records, parental notifications, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Responds to inquiries from a variety of parties (e.g. staff, government agencies, parents, etc.) for the purpose of providing information, facilitating communication among parties, and providing direction.
- Schedules activities (e.g. appointments, meetings, etc.) for the purpose of making necessary arrangements for assigned psychologist.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentiles, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone and face-to-face etiquette.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-

related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 20 pounds), carrying, some pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed in a generally hazard free environment. Regular attendance is an essential function of the job.

- Experience: Job related experience is desired.
- Education: High school diploma or equivalent.
- Equivalency: GED.

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

FLSA Status	Approval Date	Salary Grade
Non Exempt		