

Vail School District Job Description

Job Title: Secretary

Department: School(s) and/or VEC

Reports To: VEC Administrator, School Administrator and/or Counselor(s)

FLSA Status: Non-Exempt

Classification: Elementary: Level 6, Everything Except Elementary: Level 9

Revised: 07/01/2017

SUMMARY: Assist the assigned administrator with clerical duties associated with the smooth operations of the school or department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Process a wide variety of paperwork including travel requests, field trip requests, student activity forms, requisitions, memorandums, reports, and letters.

Perform secretarial and clerical duties for assigned administrator, including scheduling appointments, processing incoming mail, word processing, copying, answering phones, take notes at meetings, distributing staff bulletins and school newsletters.

Assist staff, teachers, and parents as needed.

Maintain an organized and visually pleasant office or work station.

Greet students, parents, staff, community members, and general public.

Maintain students records as required.

Maintain appointments for the assigned administrator to minimize waiting by staff and visitors.

Type evaluations and handle confidential information.

Assist with incoming phone calls from staff, parents, and general public.

May assist office clerk/registrar with registration and withdrawals of students. (School Locations Only)

Present a positive image of the school and/or department to staff, students, parents, and community.

Maintain an office filing system.

Order supplies.

Perform data entry as required.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or GED

One to three years related experience and /or training, or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and to draw and interpret bar graphs.

REASONING ABILITY

Able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

Desired: Notary Certificate

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

Indoor/office environment. Contact with employees, public, and students. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.