



**POSITION DESCRIPTION**

<b>JOB TITLE: School Secretary I</b> Job Class: 5865		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Educational Services	<b>DIVISION</b> Curriculum and Instruction
<b>BARGAINING UNIT:</b> Local 1054		<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Completes secretarial and clerical tasks and assignments for the department director. Serves as a liaison between the staff of other divisions/departments, schools, parents/guardians, community members and the director.</p>		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Processes departmental payroll and maintains payroll records.
2. Processes and maintains correspondence to include composing standard and routine letters, reports, invoices and other forms. Distributes correspondence and other communications to staff as necessary.
3. Receives and distributes mail, prioritizes mail and prepares items for mailing.
4. Answers and screens telephone calls, refers calls to the appropriate party and responds to inquiries.
5. Schedules appointments, maintains director's calendar and receives visitors to the office.
6. Tabulates, compiles and summarizes statistics and completes reports.
7. Coordinates contracts, direct payments (travel, reimbursements), supply requisitions, payments and repairs. Reconciles fiscal records as necessary. Maintains MPS Portal updates and information.
8. Prepares, assembles and duplicates materials.
9. Maintains office supplies.
10. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Regular supervision is provided by the department director.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

**JOB 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 knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

High school diploma or GED is required. Additional secretarial training is desired.

**Experience Requirements**

Previous secretarial experience in a large environment is required; MPS experience is desired.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills along with poise and tact are required. Incumbent should be organized, self-motivated and able to work independently. Proficiency with MS Office software, databases and the internet is required. Incumbent should be a problem-solver who can handle many responsibilities with differing deadlines. Must be able to work with a diverse group of people.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**