

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: ADMINISTRATIVE SECRETARY

TYPE: Classified

REPORTS TO: Designated Administrator or Director

POSITION SUMMARY:

The primary purpose of this position is to provide a variety of skilled secretarial duties in support of a school or district department, and to provide secretarial support to designated supervisor(s).

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Criminal history clearance.
3. Two years successful secretarial experience.
4. Demonstrated basic skills through a local academic assessment.
5. Demonstrated secretarial skills as evidenced by district skills assessment.

ESSENTIAL FUNCTIONS:

1. Assists the Executive Secretary, Administrative Assistant, or Office Manager as needed.
2. Prepares documents, including memos, letters, reports, forms, etc. from dictation, rough draft, or by directive.
3. Receives, sorts, and distributes mail.
4. Receives telephone calls and serves as a receptionist, giving related information as necessary.
5. Creates and maintains files and database systems information in areas of responsibility.
6. Performs record keeping tasks as assigned.
7. Operates computers, calculators, copy machines, fax machines, and other office equipment.
8. Assists parents and community members as needed.
9. Attends training sessions and secretarial meetings as directed.
10. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
11. Works independently, prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail.
12. Operates a computer and views a computer screen for prolonged periods of time.
13. Frequent and prolonged talking/hearing conversations.

LEBANON COMMUNITY SCHOOLS
Position Description
Administrative Secretary (cont'd)

OTHER REQUIREMENTS:

1. Possible exposure to bodily fluids due to student or employee illness or injury.
2. Function where there is pressure, frequent interruptions, and a stressful atmosphere.
3. Work is almost exclusively indoors.
4. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
5. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

TERMS OF EMPLOYMENT:

Current work year of approximately 190-260 paid days, depending on position, subject to change.
Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Date

Employee Signature

Date

PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires: R - Rarely (Less than .5 hr per day) O - Occasionally (.5 - 2.5 hrs per day) F - Frequently (2.5 - 5.5 hrs per day) C - Continually (5.5 - 8 hrs per day) NA - Not Applicable					
Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary standing		X			
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)				X	
Turn/pivot		X			
Climbing (stairs)	X				
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms			X		
Repetitive use wrists				X	
Repetitive use hands grasping					X
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: <u>20 lbs.</u>		X			
*Lifting/Carrying Maximum weight: <u>40 lbs.</u>		X			

* Identify items typically moved: Carts on wheels, chairs, tables, boxes of supplies, records, binders, file drawers, boxes of mail