



Secretary for Business Office

Job Title: Secretary – Business Office

Status: Non-exempt

Reports to: Director of Finance

Terms: 226 Days

Dept./School: Finance

Pay Grade: Paraprofessional 5

Primary Purpose:

Under moderate supervision facilitate the efficient operation of a central office department and provide clerical support to administrative staff.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient skills in keyboarding, data entry, work processing, and file maintenance Demonstrate behavior that is professional, ethical, and responsible Excellent organizational and interpersonal skills Ability to maintain confidentiality of information Ability to use personal computer, develop spreadsheets, and perform word processing functions Ability to communicate effectively

Experience:

Three years secretarial experience

Major Responsibilities and Duties:

Personal Effectiveness

1. Demonstrates thoroughness, reliability, and a high degree of accuracy in performing work assignments.
2. Works cooperatively with others and maintains positive attitude in the work environment.
3. Demonstrates initiative and good judgement in problem-solving and decision making.
4. Has good attendance and uses time productively on the job.
5. Follow district policies, rules, and regulations.
6. Ability to work with a variety of people.
7. Demonstrates tact, courtesy, and helpfulness in dealing with staff, parents, and visitors to the district.
8. Demonstrates professional standards in appearance and personal conduct.



Secretary for Business Office

Performance Effectiveness

- 9. Administrative / Clerical assistance in Business Office.
- 10. Maintain communication with faculty and staff throughout SISD.
- 11. Compile, maintain, and file all reports, records, and other documents both electronic and paper as required.
- 12. Order and maintain inventory of office supplies for department.
- 13. Answer and respond to incoming calls, take reliable messages, and route to the appropriate staff.
- 14. Make meeting arrangements for all department activities including preparing materials, scheduling and setting up facilities, and arranging equipment.
- 15. Receive, sort, and distribute mail and other documents to department staff.
- 16. Maintain confidentiality of information.
- 17. Other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____