

Meeker School District Re-1

Job Description

Title: Assistant Secretary
Department(s): Administration/Business
Reports to: Superintendent
Work Year: Year Round



Job Summary:

The Assistant Secretary will perform clerical operations, manages correspondence and detailed work for the Administrative staff. It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to: Confidentiality, courtesy, cooperation and positive attitude, reliability, accuracy and efficiency and timeliness in respect to deadlines.

Summary of essential job function:

1. Office routines. Receives and routes all incoming calls. Sends, sorts and distributes mail and interoffice correspondence.
2. Purchasing and Supplies. Maintains accurate inventory of all office supplies and submits orders as needed. Assists staff in ordering supplies through district merchant accounts.
3. Student enrollment. Receives, maintains, and records student enrollments from each building.
4. Board of Education duties. Assists the BOE Secretary in preparing board packets, posting agenda to website and at the local posting site, and posting and archiving approved board minutes.
5. Building Usage. Submits, and records invoices to all tenants, maintains records on all payments made to the district for building usage, and assists Financial Director with lease agreements.
6. Student testing. Works with Administrative Executive Assistant preparing class roster files, inventories books and ships all materials for all testing periods.
7. Directory, Calendar and Student Packets. Creates and maintains the district staff directory and substitute teacher/support staff directory. Works with the Superintendent and Financial Director to develop each school calendar and make annual student packets to be distributed at the beginning of each school year.
8. Homeschool Students. Assists the Financial Director with locating and documenting all home school students within the county. Sends the notification of intent to homeschool letter to all known families.
9. Application Processing. Assists the Human Resources Director with the application process to include; application distribution, posting job openings on

websites, local papers and creates personnel file folders as applications are turned in.

Qualifications and Experience:

- High School Diploma
- Basic bookkeeping skills required
- Ability to establish and maintain cooperative relationships with student, parents and staff.
- Strong oral and written communication skills; requires the ability to record and deliver information and explain procedures in a variety of technical and professional languages.
- Operating knowledge of Microsoft Office Suite, fax, and phone systems.

Clearances:

- Criminal Justice Fingerprint/Background Check.

Physical Demands:

- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

Work Environment

- The noise level in the work environment is usually quiet.
- Handles and maintains composure during high stress tasks.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.