

LEMOORE UNION SCHOOL DISTRICT  
Human Resources Department

**SCHOOL SECRETARY**  
Job Description

**JOB SUMMARY:**

Under the supervision of the school principal, assist the school administration and staff, with minimal direction, by performing a wide variety of responsible secretarial work and relieving the administrators of routine administrative duties.

**REQUIRED QUALIFICATIONS:**

*Ability to:*

- Perform complex and responsible secretarial assignments;
- Coordinate work assignments for all office personnel and maintain an efficiently operated school office;
- Maintain a high level of confidentiality pertaining to all school matters;
- Perform a wide variety of tasks on all office machinery, including computers;
- Handle routine first aid problems and emergencies when necessary;
- Make responsible decisions in the absence of an administrator;
- Apply school policies and procedures with good judgment in a variety of situations without immediate supervision;
- Assume responsibility when necessary and use good judgment in recognizing the scope of authority delegated;
- Meet the public courteously and tactfully in situations, which require diplomacy, friendliness, and firmness;
- Oversee and train office staff and student assistants and assign and prioritize workloads;
- Compile and maintain accurate and complete records and reports;
- Analyze situations accurately and adopt an effective course of action;
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work;
- Compose letters and reports independently and accurately;
- Work with computers and computer software and become skilled with new programs quickly;
- Represent and support the school and district in conversations with the public;

*Knowledge of:*

- School district policies, rules, regulations, and laws;
- Office methods, practices and filing systems;
- Receptionist and telephone techniques and proper public relations;
- Letter and report writing, including proper English usage, grammar, spelling, and punctuation;
- Operation of standard business machines and computers with skill, knowledge, and accuracy;
- Bookkeeping - entailing making mathematical calculations with accuracy, and knowledge of debits, credits, ledgers, etc;

*Education:*

- Equivalent to completion of the twelfth grade;
- Supplementary college or business college level secretarial and computer classes;
- Passage of District administered proficiency test.

*Experience:*

- Four years of responsible secretarial experience preferably with two years of clerical experience in a school setting.

**ESSENTIAL FUNCTIONS:**

- Assists in administrative duties as assigned by an administrator;
- Supervises and manages efficient operation of school office;
- Coordinates and completes a wide variety of confidential assignments;

- Maintains principal's confidential files;
- Oversees and assigns work to all other office personnel;
- Gives general and specific information to teachers, students, and the public regarding the policies, regulations, and procedures of the school;
- Composes correspondence or reports on own initiative or from oral or written instructions;
- Compiles reports and other materials requiring the use of independent judgment and initiative in assembling and categorizing data;
- Cashiers lunch line as needed;
- Handles money collection and deposits as needed;
- Maintains accurate attendance information on computer; submits attendance reports to the district office every four weeks;
- Oversees input and maintenance of student data into the student database system
- Maintains set of books for Student Council - making vouchers, paying bills, reconciling bank statements, maintaining a ledger, and making annual closing reports;
- Prepares absence verifications for all staff members, obtains signatures, and sends to district office monthly;
- Maintains daily time sheets and substitute logs for employees and sends to the district office with monthly payroll information;
- Mails out letters, forms and applications, receives, sorts, and distributes incoming mail as needed;
- Administers routine first aid and dispenses medication as needed;
- Performs other related duties as required.

**FIRST AID REQUIREMENTS:**

Valid Red Cross First Aid and CPR Certificate must be held. Applicant will have six (6) months to obtain certificates. Non-compliance will result in termination of employment. Renewals may be obtained from the American Red Cross or at any First Aid class offered within the District.

**WORKING CONDITIONS**

*Environment:*

- Office environment that may include cramped spaces; subject to demanding conditions and constant interruptions by students, parents, and staff;
- Subject to exposure to various illnesses and bodily fluids.

*Physical Abilities:*

- Seeing to inspect financial or statistical records;
- Dexterity of hands and fingers to operate a computer and office equipment;
- Sitting or standing for extended periods of time;
- Kneeling and bending, pushing and pulling, reaching to retrieve and maintain files;
- Hearing and speaking to exchange information in person and on the telephone;
- Must be able to lift at least 30 pounds.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

**The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.**

*Salary: Range 19*

*Employment: 200 Days*

*Approved: June 11, 2013*