

# MARSHALL PUBLIC SCHOOL DISTRICT JOB DESCRIPTION

**Position Title:** PN Secretary

**Department:** Practical Nursing

**Reports To:** Director of SCCC

Administrator of Practical Nursing Program

## **SUMMARY:**

Serves as secretary to the Practical Nursing Administrator/instructor, as well as the two other instructors in the practical nursing program, and as facilitator for the school/public being served in communicating information and competence in public contact work.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Other duties may be assigned.)

Makes and receives office telephone calls, takes messages, and routes calls.

Responds courteously and appropriately to requests for information.  
Confidential information should remain confidential at all times.

Maintains a regular filing system for records and files in keeping with Missouri State Board of Nursing requirements for the practical nursing program.

Demonstrates a reasonable degree of proficiency in typing for a variety of material for applicants, current students and past students such as correspondence, letters, student work study sheets, quizzes and exams, graduate transcripts and information, minutes for meetings, etc., from rough drafts or corrected copies.

Maintains Working knowledge of basic office procedures, operation of common office equipment and machines.

Assists teachers in preparing material pertinent to the instructional process for the program.

Performs other tasks and assumes responsibilities as the Supervisor may assign, such as coordinating Employer Day and Graduation Exercises.

### **Supervisory Responsibilities:**

Students as advised by instructors.

### **EDUCATION and/or EXPERIENCE:**

High school graduate with one to two years related experience in general office work and/or training; or equivalent combination of education and experience.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

**TERMS OF EMPLOYMENT:** Minimum term of 195 days. Normal working hours per week shall be 20 hours. Actual working days/hours may vary as determined by the school calendar or immediate supervisor. Salary to be established by the Board of Education.