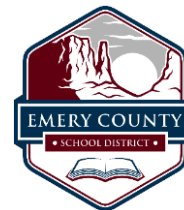


EMERY COUNTY SCHOOL DISTRICT

APPROVED JOB DESCRIPTION



I. Job Title: Secretary II

Classification Category: <i>III – Schools</i>	Revision Date: <i>August 1, 2007</i>
Job ID: <i>310</i>	Pay Schedule: <i>Classified</i>
FLSA Status: <i>Non-Exempt</i>	Pay Grade: <i>9</i>
Provisional Period: <i>12 Months</i>	Supervisor: <i>School Principal</i>

II. Summary & General Purpose:

Performs a variety of advanced secretarial and clerical duties to expedite and facilitate the day-to-day activities of public-school administration; functions as the School office manager and Secretary to the School Principal; may work in an Elementary, Junior High, or High School setting. Variable days during the summer are contracted for an estimated 10 month contract.

III. Essential Duties May Include the Following:

- Receives walk-in customers and phone calls, answers questions, takes messages, and routes calls to appropriate personnel.
- Provides customer service through assisting students, employees, and the public in-person, over the phone, or online; responds to questions regarding school activities, schedules, and facilities.
- Receipts or oversees receipting of all monies received by the School, including gate receipts and payments for fees, supplies, activities, clubs, etc.
- Performs as Secretary to the Principal; assists with routine and administrative duties; monitors schedules and makes appointments; prepares various reports; provides training to new and less experienced clerical staff as needed.
- Performs daily financial and accounting functions; receives all money collected and records collections into proper accounts; balances daily receipts and prepares and makes bank deposits; monitors account balances; prepares checks for accounts payable; may assist in the preparation of accounts receivable; prepares various financial reports as required by the District Office or State law.
- Maintains and monitors daily attendance records; receives daily reports from teachers; records attendance; telephones parents or guardians to determine reason(s) for absence; prepares and sends letters of notification for truancy.
- Registers and enrolls students, ensuring that all forms are properly filled out, signed, and on file; maintains registration and enrollment forms and records; performs check-outs for departing students.
- Processes report cards and all corresponding reports.
- Maintains substitute teacher lists; calls and secures substitute teachers as needed; maintains work records of school employees and submits to District Office as needed for payroll purposes.
- Maintains inventory of general school supplies; receives and processed purchase orders; distributes supplies to departments; stocks storage areas as needed; utilizes existing systems to assure proper tracking of vendors, amounts, and purpose of orders, etc.
- Maintains detailed inventories of all school equipment; reviews and updates equipment inventories on a regular basis; prepares annual inventory reports.

- Creates and maintains various documents, records, spreadsheets, files and databases; performs basic office duties such as copying and filing as needed.
- Prepares documents such as student enrollments, student transfers, teacher evaluations, letters, memorandum, bulletins, brochures, programs, flyers, special reports and related correspondence.
- Receives and processes incoming mail; assures delivery to administrators, staff, and teachers.
- Runs the school breakfast and lunch lines; receipts daily revenues and prepares necessary reports for submittal to the District Office.
- Processes and prepares all year-end reports; completes the year-end checklist, submitting appropriate documents to the District Office.
- Provides basic care to students or employees requiring health care or first aid assistance.

IV. Marginal Duties May Include the Following:

- Schedules school facilities for public use.
- May prepare homework packets for students.
- May prepare reports for a variety of groups and/or organizations.
- May process fee waiver and free or reduced lunch applications.
- May prepare and/or send food, gifts, or flowers for a variety of occasions.
- Performs other miscellaneous duties as assigned.

V. Qualifications:

Education: Graduation from high school. An equivalent combination of education and experience may be considered.

Experience: Five to seven (5-7) years of full-time secretarial or clerical experience; three (3) years of which must have been in a position with duties comparable to those of Secretary I. An equivalent combination of education and experience may be considered.

Knowledge: Basic bookkeeping and records management; standard office practices and procedures; English grammar, spelling and general writing techniques; telephone etiquette; computer applications, ten key calculator, interpersonal communication skills; principles of supervision.

Skills & Abilities: Ability to operate standard office machines; perform routine record keeping functions; exercise initiative and independent judgment and to react resourcefully under varying conditions; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public; use computer applications to accomplish essential tasks; follow data privacy laws.

VI. Working Conditions:

This work requires dealing with the public in somewhat stressful situations. The employee may need to handle unpleasant issues. This job requires accurate and detailed work in spite of frequent interruptions. Job requires moderate mental pressure, fatigue, and moderate exposure to deadlines during an average work day; Occasional bending and lifting of up to 25 pounds.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, skills required of personnel so classified. This updated job description supersedes prior descriptions for the same or similar position. Management reserves the right to add or change duties at any time.