



Littleton Elementary School District Position Description

TITLE: Administrative Secretary

CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To perform a wide variety of administrative and secretarial functions in relieving a Department head of administrative and technical details; to maintain records and files, process payroll, and create correspondence and special communications.

PRINCIPAL DUTIES: (essential functions)

- Provides responsible administrative and secretarial support to assigned supervisor.
- Provides information and assistance to visitors, parents, students and others having business with the District.
- Types and proofreads reports, letters, memoranda and special communications; types from rough draft or verbal instruction; composes correspondence for review and signature of supervisor.
- Performs data entry and file maintenance for time sheets and related payroll documents; verifies data, enters data into centralized computer systems, and transmits to centralized payroll location; maintain accurate records and time sheets.
- Maintains basic inventory and orders office supplies as needed; processes purchase orders, work orders and requisitions; monitors budget and expenditures and processes accounts payable.
- Answers phones; assists students, staff and the general public, and answers inquiries about District services, programs and records; explains rules, policies, and procedures; provides information within the scope of authority.
- Maintains a calendar of activities, meetings and various events; coordinates meetings and activities with other District staff, the public and outside agencies.
- Updates, maintains and organizes electronic and paper files, records, reports and documents.
- Receives records, verifies information, and enters data into the computer tracking systems.
- Provides a variety of clerical and office assistance duties.
- Updates and maintains statistical information, reports and related documents.
- Processes, sorts and distributes incoming and outgoing mail.
- Maintains the absolute confidentiality of all records and information.
- Interprets or translates as necessary.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District policies and procedures.
Knowledge of record keeping and confidential records management principles.
Knowledge of methods and standards for preparing correspondence, reports and special communications.
Knowledge of standard office equipment and computer hardware and software applications.
Knowledge of general office processes and procedures, including payroll administration.
Knowledge of customer service techniques.
Knowledge of safe work practices.

Skill in operating personal computer utilizing standard and specialized software.
Skill in entering information into a computer system with speed and accuracy.
Skill in performing secretarial work involving the use of independent judgment and personal initiative.
Skill in composing memos, letters, reports and other documents.
Skill in using mathematics and maintaining accurate records.
Skill in dealing tactfully and courteously with individuals seeking information about school functions.
Skill in public relations and customer service.
Skill in establishing and maintaining effective relationships with co-workers, parents and others.
Skill in effective communication, both verbal and written.

PHYSICAL REQUIREMENTS: Light physical demands; standard office environment; frequent to constant use of a personal computer. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 20 pounds.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent; AND two (2) year’s clerical and computer work experience; OR an equivalent combination of education and experience that provides the required knowledge and skill.

Ability to read and write English is required; bilingual skills (English/Spanish) are preferred.

REQUIRED LICENSE/CERTIFICATION: Valid State of Arizona Driver’s License.

TERMS OF EMPLOYMENT: Twelve months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board’s policy on evaluation of classified personnel.

Approved by: _____ Date: _____

Reviewed to and Agreed to by: _____ Date: _____