

SECRETARY II – DISTRICT OFFICEJob Summary

Under the direction of the Chief Business Officer or designee, serves as district office secretary and clerical support to the district office departments; district office receptionist

QualificationsRequired:

- Three years of responsible secretarial experience, including computer skills and one year involving financial record keeping work
- High school diploma, including or supplemented by courses in Business Education
- Typing Certificate at a rate of 55 words per minute
- Any comparable combination of experience, education, and proven ability or potential

Desirable:

- Previous experience in a public school system or institution of higher education
- Bilingual (Spanish/English)

Knowledge and Ability

1. Knowledge in secretarial practices and procedures
2. Knowledge in correct English, spelling, grammar, and punctuation
3. Knowledge in office methods, practices, and procedures
4. Ability to prepare memoranda, letters, reports, news releases, bulletins, agendas, handbooks, and other statistical data
5. Ability to perform difficult and responsible accounting and secretarial work requiring independent judgment, speed and accuracy
6. Knowledge of filing systems—general, alphabetically, numerically, and chronologically
7. Ability to perform difficult and responsible accounting and secretarial work requiring independent judgment, speed and accuracy
8. Ability to make arithmetical calculations
9. Ability to learn and apply applicable procedures, rules, and regulations
10. Ability to compose correspondence independently
11. Ability to take and transcribe proceedings, minutes and notes from official meetings
12. Ability to work cooperatively with those contacted in the course of work
13. Ability to greet and screen visitors, schedule meetings, maintain calendar, and make travel accommodations and arrangements for the Supervisor of MOT, District Directors, CBO
14. Ability to assign duties, review completed work, and train clerical assistants
15. Ability to work an adjustable schedule due to managing substitute teacher hotline
16. Knowledge of Microsoft Word and Excel applications; Google Docs for Education, FMS (Financial Management System – KCOE)
17. Knowledge of multi-line phone system; ability to transfer call, take messages, etc.
18. Ability to read, speak, and write in Spanish

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Prepares correspondence and statistical information independently on matters not requiring personal responses by the Supervisor of the MOT and other district office departments
2. Maintains files, inventory, bus schedules, custodial schedules and computer files
3. Manage Substitute Teacher placement; call substitute hotline; schedule and log substitute teachers at each site
4. Post and maintain substitute teacher payroll; receive and review substitute teacher time cards from sites for accuracy; prepare payroll spreadsheet
5. Prepares and distributes various guidelines and handbooks
6. Orders and maintains supplies for the district office and maintenance department
7. Translate documents into Spanish

SECRETARY II – DISTRICT OFFICE

8. Prepares or assist in the preparation of a variety of district reports for presentation to appropriate staff, committee, or Board
9. Receives, opens, reviews and prioritizes administrator's mail and routes to other persons as directed
10. Assists in the supervision and training of student workers and other temporary classified employees assigned to district office as required
11. Schedule annual review of Chemical Inventory and Disposal with vendors
12. Receive and process Facility Use form received from CBO in regard to liability insurance; scheduling payment and collection
13. Process and maintain sport related insurance for students
14. Maintain all Material Safety Data Sheets (MSDS)
15. Liaison for DOT Drug Testing; schedule appropriate staff for drug/alcohol testing
16. Schedule meetings with county office personnel and the Safety Advisory Group
17. Schedule and attend SB 198 Safety Training meetings
18. Prepare and update changes to the school safety plan manual and flip chart for sites
19. Assist in the school site maps
20. Process student accident claims
21. Assist other district office staff in payroll, attendance, accounts payable, business, curriculum, human resources and programs

Physical Functions of this position are, but not limited to, the following:

1. Mental acuity to interpret and follow rules relating to the position, makes decisions using sound judgment, and evaluates results.
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter.
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone and enter data into a computer.
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone.
7. Physical ability to lift, bend, stoop, and to reach overhead.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.