

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: Confidential Support

Standard Title: Central Office Secretary - Assignment III

Primary Function:

Maintain an effective system for the efficient operation of the District Central Office.

Supervision Received:

The Central Office Secretary - Assignment III is directly responsible to the Director of Finance and/or his/her designee.

Direction Exercised:

All duties, functions and responsibilities assigned to the Central Office fall under the jurisdiction of the assigned administrator(s) and some parts may be carried out through his/her secretary.

Essential Duties:

Office Procedures:

1. Periodically review and follow the expectations for all secretaries as identified in the Secretarial Job Articulation Booklet, published by the Windber Area School District.
2. Demonstrate respect, fairness, and kindness in all interactions with employees and colleagues.
3. Be an effective team member of the office staff exercising confidentiality and expert human relation skills.
4. Follow directions and suggestions provided by the supervisor.
5. Complete tasks efficiently and accurately.
6. Communicate effectively with school personnel.
7. Demonstrate a positive attitude and initiative in meeting office needs: follow proper channels in making suggestions and initiating activities.
8. Treat all information and knowledge about any program, project, or individual in the school setting with strict confidentiality; use discretion in all communication regarding employees and school matters.
9. React promptly and appropriately in emergency situations.

10. Participate in scheduled staff development activities.
11. Demonstrate general reliability in attendance, punctuality, and task performance.
12. Obeying state laws and regulations as they apply to the performance of one's duties.
13. Comply with all policies and procedures established by the District and supervisors.
14. Serve as the Central Office receptionist.
15. Be responsible for all secretarial duties during time periods when no other adult secretaries are on duty.
16. Other duties as assigned by the assigned administrator(s) to achieve the job goals.
17. Assume responsibility for writing, answering and initiating routine correspondence of the assigned administrator(s) and in providing informational copies of such information.
18. Place and receive telephone calls and record messages relative to the assigned administrator's office.
19. Assist the Central Office Secretary – Assignment II and assume the duties of the position when the Central Office Secretary – Assignment II is absent.
20. Channel telephone calls and visitor requests when the Central Office Secretary – Assignment I is absent or temporarily not available to handle such requests.
21. Sort and distribute incoming mail.
22. Process outgoing mail and deliver it to the Post Office.

Record Keeping:

1. Develop and maintain effective filing system in accordance with "File it Right", published by the National Association of Educational Secretaries.
2. Prepare federal records and required payroll reports.
3. Record tax receipts in tax books and maintain accurate records for taxing purposes.
4. Assume responsibility for the filing and follow up of all student/athletic accident insurance claims.
5. Process payroll records, including attendance reports.
6. Prepare monthly retirement reports.
7. Prepare required Quarterly reports.
8. Process and verify W2s.
9. Update salaries as required.
10. Enter budget figures and insurance figures for budgeting purposes.
11. Review Act 80 report to verify individuals who reside in the district.
12. Reconcile activity checking account monthly.
13. Reconcile general checking account monthly.
14. Compare invoices and vendor checks verifying amounts and addresses monthly.
15. Record receipts reports from tax collectors in appropriate tax books.
16. Distribute forms to the building offices and collect and forward records for student insurance to the student insurance carrier.

17. Distribute forms to coaches, initiate letters to parents and submit claims to the insurance carrier for athletic insurance.
18. Prepare monthly insurance reports.
19. Distribute reasonable assurance letters to substitute aides and custodians, coaches (non-teacher), athletic workers (non-employee) at end of school year.
20. Correspond with retirees and individuals with cobra coverage regarding rate changes and payment status.
21. Prepare annual appraisal inventory report.
22. Prepare attendance cards and salary cards for employees (July for 12 month, September for 9 month).
23. Process requests from the unemployment office regarding substitutes.
24. Prepare information for state and local auditors.

Personnel:

1. Maintain and prepare payroll for all employees as directed by the Director of Finance.
2. Make proper deductions as requested by the employee and directed by the Director of Finance.
3. Operate computer for payroll functions.
4. Answer questions that may arise regarding payroll and consult with the Director of Finance concerning policy and interpretative questions.

Professional Growth

1. Attend staff meetings as required.
2. Serve on committees.

Board of Education:

1. Act as Board Recording Secretary when Board Recording Secretary is absent from scheduled meetings.
2. Prepare monthly Budget Report for the Board of Education.

Secondary Duties:

1. Keep informed of modern thought and practices through attending conferences, workshops and seminars; membership in professional organizations.
2. Attend and participate in district-sponsored in-service programs.
3. Performs duties with awareness of all LEA requirements and practices.
4. Perform duties as assigned by the Superintendent and/or his/her designee.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 50 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. High School Diploma
2. Graduate of an approved/accredited two (2) year post high school secretarial college/school.
3. Apparent aptitude for effective office organization.
4. Acceptable references.
5. Proficiencies in (a) Typing, (b) Filing, (c) Operation of common office machines including computers.
6. Precise bookkeeping skills.
7. Knowledge of basic office practice and procedures.
8. The ability and willingness to be able to maintain confidentiality of classified information.
9. An ability to communicate effectively with employees and visitors.
10. Evidence of human relation skills
11. Be able to lift at least 50 pounds.

Salary:

The salary shall be in accordance with the schedule established by the Board of Education in the confidential employees agreement.

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