

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: Confidential Support

Standard Title: Central Office Secretary - Assignment II
(Director of Finance's Secretary)

Primary Function:

Maintain an effective system for the efficient operation of the District Central Office. Shall perform secretarial duties for the Director of Finance and maintain accurate records of the General Fund Account.

Supervision Received:

The Central Office Secretary - Assignment II 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. Be responsible for all secretarial duties during time periods when no other adult secretaries are on duty.
15. Other duties as assigned by the assigned administrator(s) to achieve the job goals.
16. Assume responsibility for writing, answering and initiating routine correspondence of the assigned administrator(s) and in providing informational copies of such information.
17. Place and receive telephone calls and record messages relative to the assigned administrator's office.
18. Channel telephone calls and visitor requests when the Central Office Secretaries – Assignment I & II are absent or temporarily not available to handle such requests.
19. Be an effective team member of the office staff exercising confidentiality and expert human relation skills.
20. Prepare correspondence and allied file materials for the assigned administrator and submit them for disposition.
21. Prepare reports, letters and memoranda for the Director of Finance.
22. Operate software for accounts payable and accounts receivable.
23. Prepare invoices for payment as authorized by the Director of Finance.
24. Mail checks to suppliers as determined by the Director of Finance.
25. Prepare checks for officials, registrations, cash deposits from athletic events, schedule transportation for all sports events and perform other duties associated with athletic accounting.
26. Assume responsibility for mailing, posting, and filing of Purchase Orders.

Record Keeping:

1. Develop and maintain effective filing system in accordance with "File it Right", published by the National Association of Educational Secretaries.
2. File and maintain an accurate filing system of all accounts maintained by the Business Office.
3. Assist the Facilities Coordinator, in maintaining proper budgeting records as required by the Director of Finance and Superintendent.

Board of Education

1. Send notices of meetings to the Board of Education.
2. Act as Board Recording Secretary when Board Recording Secretary and Business Office Secretary are absent from scheduled meetings.
3. Prepare monthly financial reports for the Board of Education.
4. Prepare newspaper advertisements concerning meetings of the Board of Education.

Professional Growth

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

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. Equivalent office experience in a Business Office.
6. Proficiencies in (a) Typing, (b) Filing, (c) Operation of common office machines including computers.
7. Precise bookkeeping skills.
8. Knowledge of basic office practice and procedures.
9. The ability and willingness to be able to maintain confidentiality of classified information.
10. An ability to communicate effectively with employees and visitors.
11. Evidence of human relation skills
12. 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.

This information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.