CLASS TITLE: HIGH SCHOOL SECRETARY

BASIC FUNCTION:

Under the direction of the Principal, serve as primary secretary to the Principal at a comprehensive high school, providing relief of administrative and clerical detail; organize office activities and coordinate flow of communications for the Principal; assure smooth and efficient office operations.

ESSENTIAL FUNCTIONS:

Serve as primary secretary to the Principal at a comprehensive high school, providing relief of administrative and clerical detail; perform shorthand, speedwriting or laptop dictation; compose independently or from oral instruction, correspondence, memoranda and reports.

Coordinate flow of communications between administrators, faculty, staff, students and the community; respond to inquiries and provide information to teachers, students and the public.

Receive, open, sort, screen and distribute incoming mail; independently compose replies not requiring personal response of the Principal.

Coordinate and schedule meetings and appointments; attend, take minutes and serve as recording secretary at assigned meetings.

Reserve substitutes for absent personnel; assure substitutes are prepared for instruction; assist substitutes in resolving issues; distribute keys and maintain appropriate records.

Maintain staff time records; prepare staff attendance reports and submit to payroll; maintain personnel, discipline and various other records and files; establish and maintain filing systems.

Prepare and print a variety of documents including special event programs, newsletters, flyers, handbooks and promotional materials.

Compile information and prepare and maintain a wide variety of data and reports according to established procedures and time lines.

Perform student health care functions, administer first aid; communicate serious injuries or illnesses to parents or appropriate personnel.

Train and provide work direction and guidance to clerical staff and student assistants as assigned by position; provide input regarding staff evaluations as requested.
Operate a variety of office equipment including a fax machine, copier and a computer and assigned software.

Assist with coordinating and overseeing special events and activities.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
School office practices, procedures and equipment.
Operation of a computer and assigned software.
Terminology, processes and operations of assigned office or program.
Record-keeping and report preparation techniques.
Telephone techniques and etiquette.
Applicable laws, codes, rules and regulations related to assigned activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Methods of collecting and organizing data and information.
Business letter and report writing techniques.
First Aid and CPR procedures.

ABILITY TO:
Serve as primary secretary to the Principal at a high school.
Provide varied and responsible secretarial and clerical support duties.
Organize office activities and coordinate flow of communications.
Operate a variety of office equipment including a computer and assigned software.
Compose correspondence and written materials independently or from oral instructions.
Establish and maintain a variety of filing systems.
Work independently with little direction.
Work confidentially with discretion.
Prioritize and schedule work.
Understand and work within scope of authority.
Type at a minimum of 35 words per minute from clear copy.
Take and transcribe dictation at an acceptable rate of speed.
Maintain financial records.
Train and provide work direction to others.
Compile and verify data and prepare reports.
Complete work with many interruptions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Administer first aid and CPR procedures.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
Hear and speak to exchange information in person and on the telephone.
Sit or stand for extended periods of time.
See to read a variety of materials.
Bend at the waist, kneel or crouch to file materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in business, secretarial science or a related field and three years of secretarial experience involving frequent public contact.

**LICENSES AND OTHER REQUIREMENTS:**

Valid American Red Cross First Aid and CPR Certificate.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Office environment.
Constant interruptions.