

Union Public Schools Job Description

Position Title: Secretary – Operations/Special Projects
Department: Operations
Reports To: Senior Manager of Operations/Director of Facility Services
FLSA Designation: Non-exempt

SUMMARY: Serves as the Operations Secretary carrying out all functions required of a Secretary/Receptionist/Special Projects to aid the department in maintaining efficiency.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Answers routine telephone inquires, takes messages and routes calls in a manner maintaining a professional atmosphere and good relations with the public, all personnel and other departments. Make decisions concerning the urgency of each call.
- Performs all secretarial duties as required by the Manager of Operations.
- Knowledge of computer hardware, software, and programs.
- Takes/transcribes notes for correspondence.
- Types and prepares correspondence, memorandums, reports, etc. and distributes to all proper sources in a timely manner.
- Orders, processes and maintains some materials and equipment.
- Maintains confidential records for department.
- Organizes and maintains accurate files and records (Digitized and hardcopy).
- Produces digital copies of District documents for retention purposes.
- Prepares and maintains employment and termination forms.
- Maintains attendance records and time reports; prepares and submits payroll information on a timely basis.
- Processes work requests, work orders and maintains building facility software data entry.
- Assists in developing specification packages and bid sheets for capital improvement projects.
- Follows up on emergency building conditions.
- Operates office machinery including, but not limited to, computer equipment, fax machine, scanner, photocopier, transcription equipment and calculator.
- Demonstrates the ability to work well independently.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High School diploma or general education degree (GED) plus one (1) year previous office experience. One (1) year of business or secretarial school courses or equivalent training with two (2) years experience. Demonstrated ability to operate a

personal and mainframe computer. Computer experience should include use of spreadsheet, database and word processing software.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to computer rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to pass a typing test at a minimum of 55 words per minute. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to scan, catalog and index digitized District documents. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is required to walk and stand. The employee is required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing and scanning. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

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 noise level in the work environment is usually moderate. The employee is continuously interacting with the staff.