

## Union Public Schools Job Description

**Position Title:** Secretary II  
**Department:** Information Technology  
**Reports To:** Executive Director of Technology

**FLSA Designation:** Non-exempt

**SUMMARY:** Serves as receptionist/secretary for the information Technology Department and functions as liaison.

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

- Answers routine phone inquires, takes messages, route calls.
- Greets visitors to the I.T. office.
- Prepares and follows-up on purchase orders.
- Maintains accurate files, records and accounts.
- Maintains database of department work requests.
- Opens and distributes mail.
- Types, prepares, distributes, records, correspondence etc.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- 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 educational degree (GED) and at one (1) year previous office experience.

**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 staff and the public.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**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. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to operate office machines and personal computer and related software. Ability to communicate clearly and concisely, both orally and in writing. 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 will continuously sit. The employee occasionally will walk or stand and reach with hands and arms. The employee is continuously required to interact with public and staff while meeting multiple demands from several people. The employee must occasionally lift and/ or move up to 10 pounds. Specific vision abilities required by this job include close vision, such as to read written or typed material.

**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 quiet.