



Job Description: Secretary 3

Under the direction of the site or District administrator, the Secretary 3 strives to contribute to the overall mission of the district to create an environment that both promotes academic excellence and provides an emotionally safe environment for our students. The Secretary 3 performs high-level clerical and secretarial work and assists administrators by relieving them of their administrative detail.

Major duties and responsibilities:

- Performs a variety of high-level secretarial and clerical duties and administrative detail
- May serve as receptionist
- Interviews office visitors and telephone callers, answers questions concerning standards, procedures and programs and where applicable refers persons to other sources of information
- Schedules appointments and meetings for administrator, including coordination of meetings
- Prepares independently or from oral instruction letters requesting or giving information for the administrator's signature, including material of a confidential nature, letters, reports, bulletins, memoranda and other documents
- Composes correspondence independently from notes, instructions or own knowledge of matters for signature of administrator
- Ensures that reports and other materials are furnished on time
- Posts a wide assortment of information to records
- Establishes and maintains complex filing system and records of a confidential nature
- Compiles and prepares complex reports, some involving the use of independent judgment
- Maintains informational and operational records and files
- Operates office machines, such as calculator, copier, computer, presentation equipment, and transcriber
- Works with other offices within the school system
- Receives, opens and routes mail
- Prepares requisitions and purchase orders
- Maintains budget and related functions, including records of expenditures, invoicing, and cash collections and reconciliation
- Edits and transcribes with accuracy
- Maintains schedules and forms



- Communicates daily with teachers, district administrators, staff, parents/students and community members
- In collaboration with an administrator, oversees daily operations for the department
- In collaboration with an administrator, supports the planning and coordination of department specific trainings
- In collaboration with an administrator, supports programs related to the department
- Communicates with outside agencies
- Records and prepares meeting agendas and minutes
- Utilizes appropriate technology platforms at an advanced level.
- Serves in a clerical role to support a District Administrator (Assistant Superintendent or Director) at the District Office.
- Performs related duties as assigned, involving the use of independent judgment.

Knowledge, Skills, and Abilities:

- Knowledge of Business English including vocabulary, correct grammatical usage and punctuation
- Knowledge of technical terminology
- Knowledge of standard office equipment and operation
- Knowledge of modern office methods and procedures
- Knowledge of rules, regulations, laws and policies governing the district
- Knowledge of district organization and administration
- Knowledge of techniques of gathering information and of abstracting reports.
- Ability to perform high-level clerical and secretarial work and take care of administrative detail
- Ability to compose difficult correspondence
- Ability to transcribe with accuracy
- Ability to compile and maintain accurate and complete records and reports
- Ability to type with speed and accuracy
- Ability to establish timelines for assignments and anticipate needs
- Ability to use appropriate vocabulary and correct grammatical construction, spelling and punctuation
- Ability to make arithmetical calculations with speed and accuracy
- Ability to understand and carry out oral and written direction
- Ability to plan, organize and complete assignments with a minimum of direction
- Ability to function under pressure with many interruptions
- Ability to meet the public tactfully and courteously
- Ability to establish and maintain cooperative working relationships with children and adults.

**Supervision/Evaluation:**

Under the supervision and direction of the site or District administrator.

Education and Experience Required:

- Three years of progressively responsible secretarial experience involving work of substantial difficulty
- Advanced skills with technology
- Equivalent to graduation from high school and completion of a secretarial course in business or two years of college, or an equivalent combination of experience and education.

Working Conditions:

- Regular/occasional contact with students, teachers, parents, staff, Board of Education members, community members and outside agency personnel
- Wear District provided identification or clothing as required
- Work environment-indoors and outdoors
- Possible confrontations
- Moderate to high noise levels
- Subject to interruptions.

Physical Abilities:

- Visual capability to read handwritten or typed documents and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, and ladders
- Able to kneel or squat for extended periods of time
- Able to lift up to 40 pounds
- Able to carry up to 40 pounds
- Able to push and/or pull a variety of tools and equipment
- Able to operate office machines and equipment in a safe and effective manner
- Hearing and speaking to exchange information
- Visual capability to observe
- Able to move around school environment independently
- Able to exhibit full range of motion for shoulder external rotation and internal rotation
- Able to exhibit full range of motion for shoulder abduction and adduction
- Able to exhibit full range of motion for elbow flexion and extension



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- Able to exhibit full range of motion for shoulder extension and flexion
- Able to exhibit full range of motion for back flexion
- Able to exhibit full range of motion for hip flexion and extension
- Able to exhibit full range of motion for knee flexion
- Able to exhibit full range of motion for hand activities including fine manipulation, grasping, flexion of wrist, and gross manipulation
- Demonstrate manual dexterity necessary to operate a 10-key calculator, typewriter and/or computer keyboard at the required speed and accuracy.