

MORRIS SCHOOL DISTRICT
Job Description

215.3

Title: Secretary (CL III)

Reports To: Secretaries shall work under the immediate supervision of an administrator designated by the Superintendent of Schools.

Qualifications:

- ☐ High school diploma required.
- ☐ Post high school professional training preferred.
- ☐ Prior office experience preferred
- ☐ Proficiency in oral and written communication and interpersonal skills.
- ☐ Competency in use of computer and knowledge of office related software programs including Microsoft Word and Excel
- ☐ Such additions to the above qualifications as the Board may find appropriate and acceptable

Responsibilities: This position incorporates the duties and responsibility as described below:

1. Provide assistance to the supervisor/administrator;
2. Display acceptable professional and ethical standards;
3. Display positive attitude, reliability, punctuality, accuracy, timeliness in respect to deadlines and be able to maintain confidentiality as required and appropriate;
4. Schedule appointments, arrange conferences and interviews as directed;
5. Maintain a regular filing system and process correspondence and documents in accordance with established office procedure;
6. Perform general secretarial duties, which include but are not limited to:
 - a. Acting as receptionist greeting visitors and receiving, placing and directing telephone calls to appropriate personnel.
 - b. Preparing, typing and filing correspondence.
 - c. Preparing purchase orders as directed.

- d. Managing distribution and processing of incoming/outgoing mail.
- 7. Enter and update data in the Information Management system;
- 8. Maintain office records and reports on appropriate data processing software;
- 9. Perform data processing duties, such as: entering and updating scheduling information, making changes to student records as necessary and processing ongoing information for state and federal reports;
- 10. Work cooperatively with appropriate personnel to monitor and collect supportive documentation for local, state and federally funded programs;
- 11. Perform other duties as assigned by the Superintendent or his designee.

Contract Terms of Employment: 12-month Position

Revised:	June 6, 2011
Approved:	July 12, 1982
By:	Board of Education Morris School District