



JOB DESCRIPTION

JOB TITLE: Administrative Secretary

JOB SUMMARY: The job of "Administrative Secretary" is done for the purpose/s of providing clerical support to assigned administrative personnel; communicating information to staff, the public, and other districts; orienting assigned personnel to their job requirements; ensuring compliance with financial, legal and administrative requirements; and providing information and/or direction as may be requested.

ESSENTIAL JOB QUALIFICATIONS

- Experience Required: Prior school or school district experience preferred with increasing levels of responsibility.
- Education Required: High School diploma or equivalent.
- Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance.

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Skills to operate standard office equipment including use of multiple software applications (word processing, database, spreadsheet, and desktop publishing)
- Ability to use English in both written and verbal form using correct spelling, grammar and punctuation
- Knowledge of rules and regulations related to assigned functions, basic budgeting, financial and statistical recordkeeping
- Ability to sit for prolonged periods, work independently, understand and carry out oral and written instructions
- Significant physical abilities include reaching/handling/ fingering, talking/hearing conversations, near visual acuity/visual accommodation
- Demonstrated ability to exercise prudent judgment in client relationships and to maintain appropriate confidentiality regarding student/staff information

ESSENTIAL JOB FUNCTIONS

- Composes documents (e.g. correspondence, agendas, minutes, bulletins, reports, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- Evaluates situations (i.e. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution
- Monitors assigned activities and/or program components (e.g. education code, district requirements, program budgets, critical timelines, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements
- Oversees workload of teaching and learning department for the purpose of maximizing the efficiency of the workforce and meeting operational requirements
- Prepares written materials (e.g. brochures, newsletters, etc.) for the purpose of conveying information regarding school and/or district activities and/or procedures

- Processes documents and materials (e.g. schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties
- Responds to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative function
- Self-starter who also works well in a team
- Handles multiple projects, tasks, and deadlines simultaneously
- Prompt and regular attendance

OTHER JOB FUNCTIONS:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Provides and reviews information with employees and patrons regarding district programs and services.

***Applications must be submitted to TalentEd Recruit and Hire by the closing date in order to be considered for the position. All employees hired by the District into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is \$71.50 and is the responsibility of the employee. This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.**

*Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment.
Gresham-Barlow provides equal access to individuals with disabilities.*

I hereby confirm my receipt and understanding of this job description and attest to my ability to perform the functions of the position as assigned.

Employee Signature

Date

Supervisor Signature

Date