

**NORTH KITSAP SCHOOL DISTRICT
JOB DESCRIPTION**

Secretary

PRIMARY PURPOSE:

Provide direct support services to the school or district service area and to the lead certificated or classified staff member and /or school secretary.

ESSENTIAL JOB DUTIES:

1. Provides secretarial and office support, including word processing, filing, scheduling, and records control; performs data entry, word processing, spreadsheet, and/or report functions on an office computer.
2. Updates and maintains financial, student, and office records using computerized applications; maintains hard copy files, as needed.
3. Performs a variety of duties to assist with office and/or school operations, which may include providing administrative support in a school library or an attendance, counseling or program office; prepares materials, including duplicating, collating, sorting, and stapling; distributes materials; types correspondence and processes a variety of forms; opens and distributes incoming mail; performs office receptionist duties as needed; performs duties related to specific program activities.
4. Provides for the maintenance, accounting, and regular reporting of records, including student records such as cumulative folders, attendance records, health data, registration/withdrawal information, immunization records, and confidential data.
5. Maintains a high degree of confidentiality with regard to all district-related matters and records; provides a friendly, open, safe and service oriented atmosphere.
6. *Dispenses medications under the direction of the school health consultant; maintains required documentation.*

OTHER JOB DUTIES:

1. Provides assistance to other staff, as needed; maintains adequate supplies for office operations; conducts inventory as required or necessary.
2. Performs related duties consistent with the scope of the position as described.

WORKING RELATIONSHIPS:

Works under the direction of the building principal or other administrator. Interacts daily with students, school staff, patrons, and/or with district staff.

WORKING CONDITIONS

Daily work performed in a general office setting with secretarial stations in close proximity. Work environment may include constant interruptions, routine handling of distraught students and/or parents and frequent peak work loads. Attention to detail and precision in performing assigned tasks required. The employee may be exposed to infectious diseases.

QUALIFICATIONS:

Knowledge of:

- General office processes and procedures and the use of a variety of office equipment including a personal computer.
- Standard office computer applications such as MS Word, Excel, internet e-mail, or similar programs.
- Correct grammar, spelling, and English usage.
- Customer service skills.

Ability to:

- Operate a personal computer.
- Operate modern office machines, including office copier, FAX, and calculator.
- Maintain timely, accurate, and efficient record keeping, including preparation of reports from office records.
- Learn new operations, procedures, processes, and use of new equipment.
- Organize, set priorities, and work effectively under pressure.
- Exercise sound independent judgment, including appropriate handling of confidential matters.
- Establish and maintain effective working relationships with students, staff, parents, and the general public.
- Communicate effectively.

Education and Experience

High school diploma/GED or equivalent educational experience and two years clerical or general office experience; additional related training desirable; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work.

Licensing and Certification

None.

EVALUATION:

Work performance will be evaluated in accordance with board policy and the collective bargaining agreement.

Union Affiliation/Classification

PSE/Sec

FLSA Status

Non-exempt

Wage Range

PSE of NK

Job History

Created: 08/07

This job description is not an employment agreement or contract. District administration has the exclusive right to alter this job description at any time giving consideration to bargaining comment. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.