

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Secretary	
<i>Supervisor:</i> Building Principal/Administrator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 or 12 months	<i>Grade:</i> 5

**Job Summary**

Performs a variety of general office tasks associated with clerical and secretarial functions within a school or department.

**Essential Job Functions**

Records, compiles, and maintains attendance, counseling, student discipline, and other records.

Answers and directs in-person and telephone inquiries. Greets visitors. Provides information to parents, students, teachers, and public.

Transcribes or prepares routine correspondence.

Receives, reads, and routes incoming mail to the appropriate department staff.

Maintains files of correspondence and other records, including confidential materials.

Performs school or department-related accounting, personnel, and payroll functions such as: orders supplies, textbooks, and equipment; maintains field purchase orders, petty cash, and student activity funds; processes employee change of status, time sheets, employee leaves, and may assist in the coordination of scheduling substitute employees.

**Non-Essential Job Functions**

May make travel arrangements, schedule appointments, and keep appointment calendars for staff.

May attend meetings and prepare minutes.

Performs other job-related duties as assigned.

**Equipment Used**

Standard office equipment, including computer, printer, copy equipment, fax machine, 10-key calculator, and intercom.

**Independent Decisions**

Makes decisions of a routine, job-related nature.

**Primary Working Contacts**

Daily contact with school staff, students, parents, and volunteers; frequent contact with the public; or daily contact with administrative center staff, depending upon job location.

**Responsibility for Cash, Equipment, Safety**

May maintain petty cash, student activities, and other monies.

### **Supervision Received and Exercised**

None given; receives oral and/or written instructions from the building principal or administrator and the administrative or program secretary.

### **Unusual Working Conditions**

Work is performed in a normal office setting. There are no unusual demands of the position. Position is mostly sedentary with extended periods sitting at desk/computer.

### **Evaluation**

Annual written evaluation.

### **Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

### **Job Qualifications**

The following are required:

1. High school diploma or GED equivalent.
2. Knowledge of standard office procedures, practices, and equipment, and good oral and written communication skills in English.
3. Must be skilled in the maintenance of accurate records and filing systems, and have basic arithmetic skills.
4. Ability to interact with others in a courteous and tactful manner, to meet deadlines, to flexibly reprioritize work as needed, and to maintain confidentiality of records and oral information.

The following is preferred:

1. Secretarial experience, including knowledge of email, the internet, Munis database, and Power School.

### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**