

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Administrative Secretary	
<i>Supervisor:</i> Building Principal/Administrator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 or 12 months	<i>Grade:</i> 8

**Job Summary**

Performs a variety of complex clerical, financial, and secretarial tasks in direct support of a building principal or administrator.

**Essential Job Functions**

Provides direct secretarial and administrative support to the principal or administrator.

Screens building principal or administrator’s telephone calls, unexpected visitors, and mail, and responds to issues that can be handled at the secretarial level.

Transcribes, drafts, and/or prepares letters, memos, agenda items, newsletters, reports, and other documents.

Makes travel arrangements, schedules meetings and interviews, and makes logistical arrangements for the same.

Organizes and maintains required files and records, including confidential materials.

Organizes and assigns duties to other clerical office staff as needed. Trains and offers guidance to other staff and to volunteers, as directed by the supervisor.

Performs school or department-related accounting, personnel, and payroll functions such as: monitors the school or department financial accounts; orders supplies, textbooks, and equipment; reconciles accounts and maintains receipt and disbursement records of funds; 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.

Provides information and assistance to students, and may occasionally be required to administer basic first aid to students in the absence of the school nurse.

**Non-Essential Job Functions**

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**

Work is performed with considerable latitude and independent judgment under the general direction of the building principal or administrator.

### **Primary Working Contacts**

Daily contact with the building principal or administrator, other school staff, students, parents, and volunteers; frequent contact with administrative center staff and the public.

### **Responsibility for Cash, Equipment, Safety**

Maintains accountability for field purchase orders, petty cash, and student activity monies. Secures other monies as required.

### **Supervision Received and Exercised**

The administrative secretary receives oral and/or written instructions from the building principal or administrator. Consults with, provides guidance and assigns duties to, other clerical office staff.

### **Unusual Working Conditions**

None.

### **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 equivalent.
2. Five (5) years of secretarial experience to include bookkeeping/accounting functions, customer service, and coordination of multiple tasks in a high-paced environment.
3. Strong oral and written communication skills in English.
4. Excellent skills in the use of computer software, including word processing, spreadsheet, database, and desktop publishing; experience with email, the internet.
5. Skill in organizing and maintaining accurate records and filing systems.
6. Excellent knowledge of standard office procedures, practices, and equipment.
7. Knowledge of standard accounting practices to include purchasing, budgeting, and time-keeping.
8. Ability to do high school level math and bookkeeping functions.
9. Ability to meet deadlines and to flexibly reprioritize work as needed.
10. Identify and address school or department needs.
11. Positively represent the school or department to parents, user groups, and the public.

12. Interact with others in a courteous and tactful manner.
13. Maintain confidentiality of records and oral information.
14. Assign and review work of other clerical staff.

The following is preferred:

1. Experience with MUNIS software system.

**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.**