

POSITION DESCRIPTION

POSITION TITLE: SECONDARY OFFICE ASSISTANT

I. ACCOUNTABILITY OBJECTIVES: Responsible for maintenance of student records, school budget and finance records, attendance reports/data; operating on-line with mainframe computer; general secretarial duties using high tech equipment.

II. POSITION CHARACTERISTICS:

Recruited by: Assistant Superintendent for Personnel

Salary: On schedule

Length of contract: 194+11 or 12 months, as assigned

III. POSITION RELATIONSHIPS:

Reports to: Building administrator(s) or designee

Coordinates with: Building staff, students

Type of coordination: As directed by administrator or others with coordination responsibilities

IV. POSITION QUALIFICATIONS:

A. Desired training and experience: graduation from high school, with advanced office training and/or experience; recent responsible office work experience involving bookkeeping or record keeping; experience/training in word processing and/or computers.

B. Special requirements of the position:

1. Knowledge of record keeping required in maintaining budgets, accounts and other fiscal records.
2. Ability to prepare accurate and complete records and reports.
3. Ability to operate a variety of modern office equipment that relates to complex clerical tasks.
4. Human relations skills that promote positive feelings with students, parents, staff and public.
5. Ability to maintain confidentiality.

V. POSITION RESPONSIBILITIES:

- A. Computer work relating to student records, scheduling and/or school accounts.
- B. Maintains student records for all current students which includes application of grades and testing results, etc.
- C. Requests transcripts of new students and prepares transcripts for graduates as requested.
- D. Collects school monies, records cash payments and receipts, balances accounts.
- E. May handle petty cash, write and distribute checks for payments and sell tickets for various events.
- F. Maintains purchase order records, keeps budget account records and provides other fiscal assistance.
- G. May serve as receptionist, answering questions or directing calls or messages to appropriate persons.
- H. May perform attendance procedures including recording absences, calling homes and typing lists.
- I. Operates a variety of office machines.
- J. Provides clerical assistance to counselors or other staff.
- K. Performs other duties as assigned.

(Revised 12/88)