



JOB DESCRIPTION

Job Title	Administration Building Secretary
Department	Administration
Reports To	Safety & Security Manager
Classification	Hourly Classified
Location	District Office
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Administration Building Secretary verifies, greets, and directs building visitors and performs other reception and clerical duties to represent the district in a professional manner to internal and external parties. The Secretary is responsible for screening all visitors, calendar management, records maintenance, appointment setting, and various clerical and customer service tasks.

Essential Job Functions

- Provides clerical assistance to Safety and Security and Administration Department.
- Screens and assists visitors and processes incoming calls at the Administration Building.
- Follows all safety and security protocol regarding visitor entry.
- Organizes, updates, and approves meetings taking place within the Administration Building.
- Sorts incoming mail for the Administration Building and prepares outgoing mail for the Administration Building and all elementary/charter schools.
- Provides general information regarding departments or activities.
- Scans and files documents appropriately.
- Prepares, creates, organizes, and audits files, reports, and documents.
- Monitors employment report for information necessary to complete a variety of tasks such as; updating the badge system, required safety training by position, and ordering supplies.
- Maintains Safety and Security supply inventory.
- Assists with tracking required data and follows up as necessary.
- Assists with departmental calendar management and appointment setting.
- Maintains department SharePoint sites as directed.
- Assists with preparation for committee meetings.

Ancillary Job Functions

- Performs miscellaneous duties, such as issuing work permits, sending weather alert information, updating staff lists, and assisting with charity contributions.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Additional coursework or advanced training in secretarial skills and/or Microsoft Office Suite.
- Recent successful experience as a secretary or other office professional position.
- Requires successful passing of district secretarial/clerical skills test.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Associate degree or post-secondary coursework in clerical/administrative functions.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to multitask and keep calm under pressure.
- Thorough knowledge of modern office technology and procedures.
- Ability to work independently with minimal supervision.
- Ability to prioritize effectively.
- Ability to quickly learn and operate multiple computer programs.
- Ability to establish and maintain effective public and working relationships.
- Able to provide a high level of customer service to both District personnel and the community.
- Ability to maintain accurate and complete records and to prepare clear and detailed reports.
- Ability to deal responsibly with confidential information.
- Ability to manage building secure entrance protocol.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Effective oral and written communication skills.
- Strong Microsoft Office knowledge.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom conditions and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch
- Frequently required to talk and hear.