

Elementary Secretary Technician

Purpose Statement

The job of Elementary Secretary Technician is done for the purpose/s of assisting clerical support to assigned school site personnel; communicating information to staff, the public, and other districts; assisting in providing complete and accurate records; and providing information and/or direction as may be requested.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Building Principal

Essential Functions

- Assists in maintaining inventories of supplies and materials for the purpose of ensuring items' availability.
- Assists in maintaining a variety of manual and computerized files and records (e.g. transfers, student records, locker assignments, SIS updates, attendance, etc.) for the purpose of providing documentation in accordance with administrative and legal requirements.
- Assists in compiling data from a variety of sources for the purpose of complying with financial, legal and/or administrative requirements.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of documents and materials (e.g. notes, standardized correspondence, calendars, handouts, periodic reports, attendance reports, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- Processes a wide variety of documents and materials for the purpose of disseminating information to appropriate parties.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, phone calls, etc.) for the purpose of providing information facilitating communication among parties and/or providing direction.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; and preparing and assisting in maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; communicating with diverse groups; meeting deadlines and schedules; and working with constant interruptions.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with detailed information/data. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Pre-employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range