

TUSCOLA INTERMEDIATE SCHOOL DISTRICT Position Description

Position Title: Secretary
Department: Special Education & Career/Technical Education
Reports To: Building Administrator
Prepared By: Job Description Committee Date: 4/23/01
Approved By: Superintendent Date: 6/12/01
Revised By: Superintendent Date: 11/14
Position Description Revised: Date(s): 9/04, 6/06, 1/21/2013, 7/2013, 11/14

SUMMARY:

This is a TIPPA position with hourly rate and benefits as per the contract between TIPPA and the TISD Board of Education. This person works up to 8 hours a day; up to 233 days a year. Classification: Clerical/Secretarial.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Able to serve as receptionist
- Be familiar with phone system, switchboard, and able to assume switchboard duties
- Typing skills
- Updates and maintains files and filing systems
- Possesses general knowledge of Public Address System and two-way radio communication system
- Ability to process information using office equipment and software utilized at the ISD (example: photocopiers, fax machines, computer systems, Dictaphone/transcription machines, etc.)
- Performs clerical duties

SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED). Two years of certified clerical/business training and/or two years of work experience with responsibilities primarily related to clerical functions.

CERTIFICATES, LICENSES, REGISTRATION:

None.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write simple correspondence. Ability to speak effectively and in a pleasant and professional manner before parents, staff, students, and the public--both in person and on the phone.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to operate a personal computer and related software. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally

and in writing. As the receptionist, this person must be able to greet the public in a pleasant and professional manner.

Upon initial placement in this position, the employee must demonstrate competency in basic math, proofreading, capitalization, number usage, spelling and grammar, including the ability to perform tasks in current Microsoft Word and Excel, by passing the District's approved secretarial test with 80% accuracy. Ability to complete a typing test with a minimum speed of 40 wpm.

PHYSICAL DEMANDS: The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand or walk. The employee is also regularly required to reach with hands and arms and will frequently repeat the same hand, arm or finger motion such as when typing. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. The employee must occasionally lift up to 25 lbs. and push/pull up to 50 lbs. such as AV equipment.

ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and can vary depending upon daily activity. The employee continuously interacts with the public, students, and other staff and occasionally meets multiple demands from several people.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.