

ADMINISTRATIVE SECRETARY

DISTRICT MSHSAA ACTIVITIES

JD LOCATOR: 4.09.3

Adopted: 8/97
Revised: 2/10

SUPERVISOR:	Director of District MSHSAA Activities
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff.

JOB SUMMARY

To assist the Director of District MSHSAA Activities and other school personnel by the efficient operation of the Athletic Office.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Processes correspondence by typing, composing in a neat professional manner.
2. Computes and records all cash when received in the office, completes deposit slips and makes bank deposits.
3. Prepares copies, overheads, and other materials as assigned by the administrator.
4. Processes, photocopies, types, and prepares forms for athletic events.
5. Maintains all files in a complete, orderly manner in accordance with building and district procedure.
6. Maintains an inventory of office supplies.
7. Maintains office mailing lists of community resource persons, school vendors, or others as designated by the administrator.
8. Makes appointments and informs the participants.
9. Receives, unpacks, and verifies incoming shipments of materials.
10. Schedules buses for activities.
11. Prepares requisitions for materials and sends to operational services office in a timely manner.
12. Receives, sorts, and distributes mail and other documents.
13. Accepts phone calls in a courteous manner.
14. Receives students, parents, and all others in a courteous manner.
15. Maintains all athletic events on District Wide Calendar.
16. Maintains budget records for individual budget codes per department.
17. Other job duties and responsibilities necessary in the operation of the office when assigned.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS: *The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.*

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. One-year certificate from college, technical school or equivalent from accredited university with specialized coursework in business administration, secretarial science, or related field preferred.
3. Minimum of five years of increasingly responsible secretarial and administrative experience preferably in a public school district setting.
4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to write reports and correspondence consistent with the duties of this position.
3. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Excellent grammatical, spelling, and punctuation skills.
8. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
9. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.

- 10. Ability to work independently with minimum supervision.
- 11. Ability to use independent judgment and demonstrates initiative to act without being asked.
- 12. Ability to prepare and maintain accurate files and records.

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 stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK 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.*

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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