

Killeen Independent School District Job Description

Job Title: Administrative Secretary
Department: Education Services
Reports To: High School Principal
FLSA Status: Nonexempt

SUMMARY

Provides secretarial and administrative services to the High School Principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Receives visitors and telephone calls; screens those which can be handled without principal's help.

Composes and types correspondence, memoranda, reports, forms, and similar materials in final form and submits to appropriate entity.

Maintains principal's calendar, schedules meetings, and prepares materials for those meetings.

Processes incoming and outgoing mail.

Processes all office paperwork, meeting established deadlines.

Establishes and maintains appropriate files and other information; searches files for information.

Obtains and maintains adequate materials and supplies.

Utilizes office technology and automation to complete tasks and operates office machines such as electronic typewriter, computer, calculator, fax machine, copy machines; keeps machines in operational readiness.

Determines priorities and maintains office controls to ensure a timely accomplishment of tasks.

Distributes payroll checks and time cards.

Submits purchase orders, professional leave forms, DPR reimbursements, print requests, and other forms to the curriculum office.

Updates faculty and staff database and files.

Enters PDAS information, and schedules appointments and conferences.

Maintains files on all professional and auxiliary staff.

Submits time card/payroll of all paraprofessional and professional personnel with appropriate paperwork to the payroll department at the end of each pay period.

Serves as financial secretary with primary responsibility for the student activity account; generates checks, receipts, bank deposits, monthly reports and audit reports.

Keeps information on class reunions, and acts as liaison with all questions regarding alumni.

Coordinates the work of the cash receipts clerk.

Acts as a liaison to all club sponsors; training them in new procedures and monthly updates.

Collects sales tax from club sales, submits payments and reports, and notifies clubs of amounts deducted.

Acts as campus coordinator for open enrollment.

Generates accident and burglary reports, makes calls as necessary to report injuries or schedule doctor's appointments.

Maintains transfer forms (in and out-of-district).

Serves as a notary public for office and faculty for documents related to school business.

Monitors base unit for KISD police officers.

Monitors base unit for custodians

Coordinates staff luncheons, and assists with staff development, retirement ceremonies, and all other staff functions.

Issues office keys and keys to secured areas.

Receives confiscated paging devices and maintains proper paper work.

Answers questions which require a detailed knowledge of school procedures.

Assists other administrative personnel with secretarial tasks. Advises and assists other secretaries with any problems, and helps delegate work

FOR SECRETARIES TO WHOM PEIMS-RELATED RESPONSIBILITIES ARE ASSIGNED:

- Assists District PEIMS Coordinator by entering/validating/correcting campus-level PEIMS information through the use of weekly edits, e-mail/faxed requests, PEIMS reports and on-campus verification checks.
- Attends all district PEIMS training sessions relevant to current job responsibilities and disseminates information to appropriate campus staff.
- Compiles, maintains, and files all reports, records and other attendance/registration documentation as described in Student Attendance Accounting Handbook and PEIMS Data Standards.

Performs other such tasks that may be assigned by the principal.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

QUALIFICATIONS 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. There may alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE Must possess a high school diploma or hold a general education degree (GED) certificate. Must have two years experience as a public school secretary, or three years of general clerical/secretarial experience, or 15 semester hours of college credit with some business orientation or equivalent business school background.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations. Ability to write business correspondence. Ability to effectively present information and respond to questions from employees or visitors to the school district.

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 QUALIFICATIONS Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data entry test and have a minimum 7,000 kph with 7 errors or less.

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 frequently required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and 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. The noise level in the work environment is usually moderate.

Prepared By: Joyce Walker, Auxiliary Staffing Specialist
Prepared Date: January 28, 1999
Revised By: Tom Schatte, Professional Standards Administrator
Revised Date: August 16, 2004

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.