

**STANWOOD-CAMANO SCHOOL DISTRICT**  
**HUMAN RESOURCES**  
**JOB DESCRIPTION**

**TITLE: Secretary I**

Classification: Secretary

Reports to: Building Principal

**PURPOSE STATEMENT**

The Secretary I assists the building principal(s) and office manager with clerical responsibilities in an office setting. Positions in this classification are distinguished by their ability to perform skilled secretarial work. The successful candidate for this position must demonstrate very strong computer skills, have proficient knowledge of Skyward, WORD and EXCEL, demonstrated ability to work as a team member of an office with the ability to provide exceptional customer service, be flexible, organized, maintain confidentiality and multi-task while maintaining accuracy in job functions.

**ESSENTIAL FUNCTIONS**

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Performs general office duties.
- Greets and provides information to staff, parents, students, and public via phone or in person.
- Assists building secretary with registering new students, withdrawing students and transmitting student records.
- Collects homework assignments for absent students upon request.
- Maintains building athletic and activity schedules
- Maintain attendance records and reports.
- Maintain discipline records and reports.
- Trains, directs and evaluates student office assistants as required.
- Receives receipts and accounts lunch account deposits.
- Processes bus and pick-up passes.
- Assists with preparation of communications to parents, students, and staff.
- Monitors Health Room in absence of Health Room Assistant.
- Work with students in a variety of settings as a regular part of the work day
- Enters data electronically or manually
- Provides clerical support and assistance to a program or office work group (e.g. filing, sorting mail, entering data, copying materials)
- Assist with inventory as directed by supervisor.
- Draft, edit, and process letters and correspondence
- Collecting and distributing materials, ordering and processing materials

- Using computers and related office equipment
- Other duties as assigned
- Job Presence

### **OTHER FUNCTIONS**

- *Maintains principal calendar if requested to do so*
- Monitor College Bound Scholarship/Operation School Bell.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **Skills, Knowledge, and Abilities**

- Ability to work as a member of an office team.
- Ability to relate and communicate effectively with students, parents, staff, and administrators.
- Knowledge of general office procedures.
- Knowledge of filing, and record keeping.
- Knowledge and application of safety procedures related to performance responsibilities.
- Skills in public relations and confidentiality.
- Skills in verbal and written communication.
- Skills in computers, office equipment, and software including, but no limited to, Microsoft Office (Word, Excel, PowerPoint), iWork, WESPAC/Skyward, Web Publishing and Web based applications.
- Ability to remain calm in stressful situations.
- Ability to be flexible, organized and manage time effectively.
- Ability to show tact and good judgment.
- Knowledge and application of safety procedures related to performance responsibilities.

#### **Working Environment**

Some lifting, carrying, kneeling and stooping, and fine motor skills are required. Generally, the job requires 70% sitting, 10% walking, and 20% standing. The job is performed primarily indoors under minimal temperature variations with potential exposure to bodily fluids.

**Experience** Secretarial experience is required.

**Education** High school diploma or GED (General Education Degree) is required. Secretarial training is desirable.

#### **Special Requirements**

- Washington State Patrol and FBI Fingerprint Clearance.

- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

**Required Testing**

**Certificates**

Valid First Aid, CPR, and AED certificates required.

**Continuing Ed./Training**

Maintain First Aid, CPR, AED certification

**Clearances**

Fingerprint/Background Clearance

**FLSA Status:**

Non Exempt

**Approved:**

**Salary Range:** PSE Schedule A for Secretarial (Secretary I)

Classification History

Job Description Developed: 10/07

Revised: 9/15

*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.*