

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Confidential Secretary

REPORTS TO: Cabinet Level Administrator or Human Resources Manager

JOB SUMMARY: Performs a variety of secretarial/clerical routines associated with the assigned office.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Performs a number of administrative duties, relieving the administrator of as much detailed work as practical.
2. Acts as receptionist, interviewing callers, giving information, and attempting to accommodate the caller's concerns without referring him or her to the administrator and scheduling appointments.
3. Receives mail, assembles related confidential and non-confidential file material, prepares summary of materials, submits mail and materials to administrator for disposition.
4. Prepares routine correspondence and reports for administrator's signature and collect/compile confidential and non-confidential information needed by the administrator.
5. Prepares folders of materials, comparative reports, informational statistics and summaries thereof.
6. Arranges conferences, interviews, in-service programs and meetings and assure that the administrator is fully apprised of the subject to be covered and that the administrator has any necessary back-up materials needed.
7. Prepares forms, letters, newsletters, programs, schedules, data reports, agendas, and memoranda, etc.
8. Accesses local and wide area networks, sends and receives e-mail using the computer.
9. Creates and maintains spreadsheets and databases to store, maintain, process, and retrieve information.
10. Develops and maintains effective files and records in an organized manner and uses appropriate follow-up techniques.
11. Assembles and organizes information for reports.
12. Maintains and operates office machines and equipment.
13. Prepares purchases orders, maintains records, and supply inventory.
14. Maintains confidentiality of records and information.

15. Assumes initiative for carrying out all assigned duties.

16. Performs other duties as assigned by the individual office or department.

QUALIFICATIONS: Requires three (3) years experience as a secretary in public education or the public sector; high school diploma or equivalent; diploma from an accredited secretarial training program helpful; interpersonal and human relations skills necessary to deal effectively with students, teachers, parents, district employees, and the community; ability to organize, manage and plan ahead, and deal with emergency situations; ability to work accurately in an efficient and timely manner; effective use of oral and written communication skills; ability to maintain acceptable keyboarding speed, minimum of 40 words per minute; knowledge of and use of computer programs (word processing, creating and maintaining database and spreadsheet documents, import graphics, use of e-mail, access local and wide area networks) and basic computer maintenance (backing up files, desktop rebuilding, etc.); use telephone system effectively; ability to manage time effectively; and satisfactory score on any secretarial skills test.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist; to use fingers to pick, feel and grasp objects; some stooping, bending, kneeling, and twisting of the body; ability to lift and/or carry supplies and/or papers weighing no more than 10 lbs; and ability to mostly sit with some walking and standing or moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office/classroom environment. Subject to inside and outside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Ability to make judgments and work under high level of stress.

COGNITIVE ABILITY: Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess computer skills. Ability to operate various office equipment. Must possess active listening skills.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss agreement; 12 month classification. Cabinet Code – C.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation of support personnel.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)