

Job Description

Job Title: Secretary I

Supervisor: Principal/Administrator

Job Classification: Non-Exempt

Pay Grade: 19

Contract Length: 202, 220 & 245 Days

Job Summary

Position is responsible for providing clerical office support in a school office or department.

Essential Duties

1. Performs a variety of clerical tasks as assigned by the administrator.
2. Compiles information from various sources for records and reports.
3. Maintains student files and records.
4. Registers incoming students.
5. Answers the telephone and responds to the needs of parents, teachers, and administrators.
6. Performs other duties as assigned.
7. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of high school and or any equivalent combination of experience and training including or supplemented by a course in typing. Thorough knowledge of standard office practices, procedures, and equipment. Ability to type accurately and at a reasonable rate of speed; familiarity with Microsoft Office. Must possess the ability to establish and maintain effective working relationships with other employees and the general public. Ability to understand and follow oral and written instructions.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

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. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Principal/Administrator

This job description in no way states or implies that these are the only duties to be performed by this employee. The essential duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Secretary I will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____

Revised 02/2020 CR