

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: CENTRAL SERVICES ASSISTANT SECRETARY, LEVEL III

REPORTS TO: Director of Library, Media, and Technology

RESPONSIBILITIES:

Secretarial/Office

1. Provide secretarial support to the Library, Media, and Technology Department; Curriculum Department; and Professional Development Department.
2. Sort and distribute inter-district and U.S. mail delivered daily to Central Services.
3. Maintain video library, coordinate video orders, and check out educational videos to schools.
4. Compose, prepare, classify, sort, and file correspondence or other data.
5. Record, distribute, and file minutes of meetings.
6. Operate office machines, e.g., computer, typewriter, calculator, transcription equipment, fax machine, etc.
7. Answer phones and receive visitors.
8. Schedule appointments.
9. Issue repair orders.
10. Coordinate work schedules with other departments and offices.
11. Update handbooks, policy manuals, and other items.
12. Receive and process instructional materials.

Computer/Data Processing

1. Compute, classify, and transcribe data.
2. Convert source documents into computer-acceptable form.

Recordkeeping

1. Maintain inventory of office supplies.
2. Maintain accurate records required by policy, regulation, law or good practice.

RESPONSIBILITIES: (Continued)

Business/Finance

Verify totals on report forms, requisitions, and the like.

Other

Perform other related tasks and responsibilities as designated by the director, or designee.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Three (3) years of job-related office experience, pertinent training, and/or some combination thereof.
3. Ability to type/keyboard a minimum speed of fifty (50) words per minute.
4. Ability to use basic data/word processing programs and equipment.
5. Proficiency in machine transcription preferred.
6. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities, including the ability to:
 - a. Work with staff, students, parents, and the general public in a professional and appropriate manner;
 - b. Maintain confidentiality;
 - c. Comprehend and maintain detailed information;
 - d. Adapt to a changing office environment;
 - e. Communicate clearly and tactfully on the telephone and/or communication equipment.
7. Demonstrated evidence of good habits in job attendance and punctuality.
8. Demonstrated proficiency in spelling, composition, and proofreading.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

10/06

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