

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington

JOB DESCRIPTION

**POSITION:** MIDDLE SCHOOL ATHLETICS SECRETARY, LEVEL II

**REPORTS TO:** Middle School Assistant Principal

**RESPONSIBILITIES:**

1. Answer phones and receive visitors.
2. Answer routine questions for the general public, students, and staff that require a general knowledge of school district procedures and policies; route inquiries to appropriate persons as needed..
3. Compose/prepare, classify, sort, photocopy, distribute, and file a variety of documents, reports, and materials as instructed.
4. Type correspondence, bulletins, forms, and other materials as directed by Middle School Athletics Coordinator.
5. Receive and route mail.
6. Create, maintain, and process files and/or records related to:
  - a. game and transportation schedules;
  - b. student participation; and
  - c. officials' schedules and pay records.
7. Gather source materials, code and enter data, generate and check computer reports, etc.
8. Order, receive, distribute, and inventory supplies and equipment as requested.

**QUALIFICATIONS:**

1. High school diploma or equivalent (GED).
2. Two (2) years of job-related office experience, pertinent training, and/or some combination thereof.
3. Ability to type/keyboard a minimum speed of forty-five (45) words per minute.

**QUALIFICATIONS (Continued):**

*Middle School Athletics Secretary, Level II – Job Description*

4. Ability to use basic data/word processing programs and equipment.
5. Ability to operate common office machines.
6. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities including the ability to:
  - a. Work with people in a professional and appropriate manner;
  - b. Maintain confidentiality;
  - c. Interact appropriately with students and monitor them as directed; and
  - d. 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.

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