

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington

JOB DESCRIPTION

**POSITION:** SCHOOL ADMINISTRATION SECRETARY (LEVEL III)

**REPORTS TO:** Executive Directors for School Administration

**RESPONSIBILITIES:**

Secretarial/Office

1. Perform a full range of secretarial tasks in collaboration with School Administration staff.
2. Compose/prepare, classify, sort, photocopy, distribute, and file a variety of documents, reports and materials as instructed.
3. Prepare documents (e.g., correspondence, forms, reports, menus, and schedules) for the purpose of communicating information to staff, students, and parents.
4. Develop agendas.
5. Assemble new files; pull and file information requested.
6. Record, distribute, and file minutes of meetings.
7. Operate office machines, e.g., calculator, typewriter, fax machine, and computer.
8. Answer phones and receive visitors; identify problems and issues and help resolve concerns.
9. Update handbooks, policy manuals, and other items.
10. Issue timely announcements of upcoming events, deadlines, and the like.
11. Coordinate administrator calendars and meetings.
12. Attend meetings and training for the purpose of updating skills and gathering information.
13. Work on special projects as assigned.
14. Work with minimum direction within a framework of established procedures.

Computer/Data Processing

1. Transcribe dictated documents.
2. Convert source documents into computer-acceptable form.
3. Word process, including developing charts and tables (Microsoft Word).
4. Spreadsheets and data bases (Microsoft Excel).
5. Desktop publishing (Microsoft Publisher).
6. Microsoft PowerPoint.

**RESPONSIBILITIES: (continued)**

Recordkeeping

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

Business/Finance

1. Prepare and verify totals on report forms, requisitions, and the like.
2. Maintain budget records.

Other

1. Perform other related tasks and responsibilities as designated by the Executive Directors for School Administration.

**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; able to be flexible and handle the pressure of deadlines;
  - e. Communicate clearly and tactfully on the telephone and/or other communication equipment.
  - f. Interact appropriately with administrators, parents, students and the public.
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.