

## District Position Description



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**Position Title:** Secretary, Federal Programs  
**Department:** Office of Federal Programs  
**Reports To:** Director of Federal Programs  
**FLSA Status:** Non-Exempt

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### **SUMMARY:**

To provide secretarial services, accurately file and record information that will contribute to the efficiency of the Office of Federal Programs and provide the necessary image of the office to internal and external visitors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Makes and receives telephone calls, takes messages, routes calls and places calls to arrange meetings.
- Keeps abreast of Federal and State programs so as to provide assistance to Department and schools in locating and adhering to applicable policies.
- Receives, opens and routes incoming mail.
- Prepares mail for courier delivery and postal services.
- Greets visitors, giving directions to meeting places and other information as necessary.
- Maintains sufficient supply of federal, state, and local required forms to distribute to schools as requested.
- Assists in the preparation of data essential to grant preparation and related reports.
- Organizes and maintains accurate files to assist in retrieving materials and information.
- Maintains sufficient supply of office supplies and prepares requisitions for supplies and disbursement encumbrances as needed.
- Schedules appointments and assists in maintaining director's calendar.
- Serves as key operator for office equipment and calls for service when necessary.
- Prepares/distributes letters and memos as instructed by director.
- Organizes department work areas to obtain most effective working environment.
- Gathers information from files or other sources to assist in preparing reports and/or surveys as required by Government agencies or school administration.
- Answers routine questions concerning the department and maintains continuity of the office during absence of the director.
- Assumes responsibility of any special assignment deemed necessary by the department head or administration.
- Performs other duties as may be assigned by Director of Federal Programs.

## **JOB SPECIFICATIONS**

### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED) plus one year secretarial or office experience or training. Training and/or experience using Microsoft Office Software (Word, Excel, and Access) and other district software (Smartfusion/Harris, Applitrack and Smartfind Express)

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Not applicable

**SUPERVISORY RESPONSIBILITIES:**

Not applicable

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to interpret and carry out instructions furnished in written, oral, diagram or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

**OTHER SKILLS and ABILITIES:**

Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability to operate a personal computer and related software. Ability to work independently, with limited supervision. Ability to develop effective working relationships with public, other staff members and the school community. Ability to communicate clearly and concisely, both orally and in writing.

**PHYSICAL DEMANDS:**

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

The employee will occasionally lift and/or move up to 25 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision and distance vision. Duties of the job require frequent use of a computer monitor and related equipment.

**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.

Office environment with limited exposure to environmental conditions. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

**TERMS OF EMPLOYMENT:**

12 months

Clerk & Office Staff Pay Scale

*The terms of employment detailed in this job description are based on full time employment during the school year. Conditions of employment adjusted for part time employees or individuals who are hired for less than an entire school year.*

**EVALUATION:**

Performance of this job evaluated annually according to Board Policy.

**DISCLAIMER STATEMENT:**

*The information contained in this job-description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

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