

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 8/12/21



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
This action request pertains to Elementary (only) High School/District Wide

Date: 8/03/21

To **School board Members**

From: Corrina Guardipee-Hall ED.S.
Title: Superintendent

Subject: Create Assistant Secretary Position

Description: Due to the additional work for the Human Resource Department and the Business Office including payroll, I am requesting this position. This position will be a flex position within the administration building.

Financial Impact: Per Classified Negotiation Agreement Salary Scale Lane 2.

Funding Source (Budget/grant, etc.): Impact Aid

Attachment(s): job description

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

Browning Public Schools
JOB DESCRIPTION
Effective: July 14, 1999

Assistant School Secretary

Summary of Functions

Assists the head school secretary with assigned secretarial, clerical, and receptionist tasks to assure the smooth and efficient operation of the school office.

Essential Duties and Responsibilities

- 1) Personal Contacts – Places and receives telephone calls and records messages. Welcomes visitors and arranges for their comfort. Screens unexpected callers in accordance with predetermined policy.
- 2) Correspondence – Uses word processing software and printing equipment to create, copy, edit, store, retrieve and print a variety of documents. Processes incoming correspondence as instructed.
- 3) Data Entry - Uses database or spreadsheet software to enter, retrieve, revise, sort or calculate and retrieve data for reports. Prepares, verifies, and enters financial and informational data in various databases including centralized accounting system.
- 4) Mail – Receives and routes incoming mail to supervisor and/or coworkers. Prepares outgoing mail as required.
- 5) Meetings – Makes arrangements for meetings, including time, space and equipment. Assembles background material for supervisor and/or coworkers. May be required to record and transcribe minutes for various meetings.
- 6) Files – Establishes and maintains files. Cross-reference, briefs, and otherwise arranges files to facilitate usefulness. Searches for and assembles information from files and documents in the office and from outside sources for use by the supervisor and/or coworkers.
- 7) Reports – Prepares and submits reports and other documents as required.
- 8) Confidentiality - Maintains safeguards over protected, privileged, or confidential information, verbal and written, to prevent unauthorized disclosures.

- 9) Backup - May be required to learn functions of other positions in school office and assume those duties as needed. Will provide training to others in performing this position.
- 10) Other – Performs such other functions as may be necessary to the work of the office.

Organizational Relationships

Supervised by and reports to the Principal or designee, but works under and is directed by head school secretary on a day-to-day basis.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- High school diploma or equivalent.
- One (1) year of education and/or experience in secretarial/office clerical field.
- Proficient with desktop computers, preferably Microsoft operating system.
- Knowledge of standard office practices and procedures as related to administrative functions e.g., personnel, finance, procurement, records management, etc.
- Knowledge of and experience in operating office equipment including fax, copier, calculator, and typewriter.
- Knowledge of grammar, spelling, punctuation and prescribed formats.
- Skill as a qualified typist.
- Ability to record and transcribe minutes.
- Good communication and organization skills.
- Ability to work with others and without close supervision.
- Ability to handle details accurately.
- Ability to focus on work despite office interruptions.
- Good work habits.

Desirable Qualifications – Experience in school operations/office work.

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.

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