Job Description

Job Title: Secretary I
Pay Grade: 19
Job Classification: Non-Exempt

Supervisor: Principal
Contract Length: 202 - 245 Days

Job Summary
Position is responsible for providing clerical office support in a school office.

Essential Duties
1. Performs a variety of clerical tasks as assigned by the administrator.
2. Compiles information from various sources for records and reports.
3. Maintains student files and records.
4. Registers incoming students.
5. Answers the telephone and responds to the needs of parents, teachers, and administrators.
6. Performs other duties as assigned.
7. Models nondiscriminatory practices in all activities.

Job Specifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)
Completion of high school and or any equivalent combination of experience and training including or supplemented by a course in typing. Thorough knowledge of standard office practices, procedures, and equipment. Ability to type accurately and at a reasonable rate of speed; familiarity with Microsoft Office. Must possess the ability to establish and maintain effective working relationships with other employees and the general public. Ability to understand and follow oral and written instructions.

Working Conditions & Physical Requirements
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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.
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. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Secretary I will be required to follow any other instructions and to perform any other related duties as assigned by the principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

__________________________________________   _______________________________
Supervisor                                             Date

I acknowledge that I have received and read this job description.

__________________________________________   _______________________________
Employee Name (Print)                Signature               Date