

Job Description

Job Title: Secretary II

Supervisor: Supervisor II, Human Resources &
Supervisor II, School Security

Position Code: 4N22, DN22

Pay Grade: 18

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for providing clerical support for the Human Resources Department and Security Department. Position performs a variety of functions to include answering telephones, greeting visitors, answering inquiries, sorting and distributing mail, processing employment applications, maintaining applicant database, processing Security Department payroll, background checks and scheduling appointments.

Essential Duties

1. Greets and assists all visitors to the departments, ascertaining the nature of their business and referring them to the appropriate person.
2. Appropriately screens visitors and telephone calls.
3. Answers incoming telephone calls for the departments.
4. Provides answers to routine inquiries and general human resources questions.
5. Schedules interviews and other appointments.
6. Makes photocopies and uses other office equipment (copier, fax, printer) as necessary.
7. Orders and maintains an adequate supply necessary materials and documents.
8. Receives, inventories, sorts and distributes security uniforms and equipment.
9. Uses the MUNIS system for payroll, purchasing, time and attendance, and other functions.
10. Sorts and distributes incoming mail for the departments.
11. Assists in initiating and maintaining assigned files, cross-reference files and file categories.
12. Conducts New Employee fingerprinting, background checks and badge printing.
13. Files all paperwork and files generated by the Human Resources Staff and for maintenance of the Employee Personnel file.
14. Distributes interoffice mail as needed.
15. Maintains a high level of confidentiality.
16. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs other duties as assigned by Supervisor II, Human Resources and Supervisor II, School Security or appropriate administrators.

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 individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Must possess a high school diploma or equivalency. Some college coursework preferred. Must possess knowledge of standard office practices, procedures and clerical techniques. Must possess a demonstrated record of success in dealing with the public in a front office position. Must possess the ability to speak clearly to communicate with visitors, applicants, administrators and employees. Must be able to type 40-45 wpm and be proficient in Microsoft Office. Must possess a knowledge of, or the ability to accurately and quickly learn to operate multi-line telephone console, computer and office equipment. Must possess excellent communication skills necessary to positively interact with visitors, applicants, administration and employees.

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; to 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 : Supervisor II Human Resources and Supervisor II School Security

This job description in no way states or implies that these are the only duties to be performed by this employee. The Secretary II – Human Resources and School Security will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor II Human Resource and/or Supervisor II School Security or other appropriate administrators. 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