

Job Description

Job Title: Administrative Secretary I

Supervisor: Principal or appropriate Administrator

Pay Grade: 22

Job Classification: Non-Exempt

Contract Length: 220 / 245 Days

Job Summary

Position is responsible for providing clerical office support.

Essential Duties

1. Serves as secretary for appropriate administrator.
2. Performs general clerical, typing and public relations tasks.
3. Acts as receptionist, receiving visitors, parents, teachers and students.
4. Confers with students, parents, salesmen, and others, answering inquiries and disseminating information, personally and over the phone.
5. Collects fees, accounts for collections, makes bank deposits, and serves as bookkeeper for the school.
6. Registers incoming students.
7. Coordinates office responsibilities.
8. Administers first aid, if necessary
9. Performs other duties as requested.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

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 a standard high school or any equivalent combination of experience and training including or supplemented by business school courses. Thorough knowledge of standard office procedures, practices and equipment including mainframe/data processing equipment. Must possess excellent typing skills and be proficient in Microsoft Word and Excel. Excellent bookkeeping skills; ability to maintain financial records and prepare reports and statements. Ability to establish and maintain effective working relationships with other employees and the general public; must possess excellent public relations and telephone skills. Ability to understand and follow oral and written instructions.

Working Conditions & Physical Requirements

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; 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: Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Administrative Secretary I will be required to follow any other instructions and to perform any other related duties as assigned by the 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

Revised 01/19 CR