Little Rock School District

JOB DESCRIPTION

Position Title: Secretary - Health Services Department
Prepared Date: 01/26/2022

JOB GOAL:
LRSD established the job of Department Secretary for the purpose/s of providing a variety of complex secretarial support or clerical duties to assigned administrator and department; establishing and maintaining department records; tracking department funds and purchasing; compiling reports; ensuring compliance of department records with mandated requirements; establishing and maintaining positive interactions, and monitoring assigned projects and program components. In addition, perform general clerical duties as assigned.

TERMS OF EMPLOYMENT:
Twelve (12) month (245 days) contract, Pay 802 Grade 07, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. FLSA: Non-Exempt

QUALIFICATIONS:
1. Associate degree or 60 college hours preferred. Any combination equivalent to (1) graduation from high school, including or supplemented by course work in secretarial science; and (2) four years of responsible secretarial experience, including one year as secretary to a district level administrator or supervisor.
2. Must have demonstrated competency in standard office administration programs such as Microsoft programs, including Word, Excel, PowerPoint, Access, and other microcomputer applications.
3. Correct English usage, grammar, spelling, punctuation, vocabulary, and proofreading skills for composing business letters and reports are required.
4. Work cooperatively with others. Interpersonal skills; using tact, patience, and courtesy.
5. Maintain confidentiality and utilize discretion in all communications.

ESSENTIAL DUTIES & RESPONSIBILITIES:
The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Organizes and manages the day-to-day activities of an assigned administrator’s office to ensure efficient and effective office operations; coordinates communications; relieves the administrator of administrative detail. Attends department and in-service meetings to convey and gather information required to perform functions.

2. Performs general clerical duties as required.
Little Rock School District

JOB DESCRIPTION

3. Compiles data (e.g., work orders, budget reports, specialized reports, personnel records, etc.) to prepare or process requests.

4. Interacts with internal and external persons (e.g., phone, email, in person, etc.) to receive and convey information.

5. Maintains various manual and electronic documents files and records (e.g., department databases, calendars, work orders, timesheets, expense reimbursement requests, etc.) to provide up-to-date information and historical reference per established administrative guidelines and legal requirements.

6. Maintains the inventory of supplies and materials (e.g., forms, office supplies, etc.) to ensure items’ availability.

7. Executes various documents and materials (e.g., timesheets, work orders, requisitions, travel reimbursements, etc.) to disseminate information as assigned.

8. Supports assigned administrator(s) and department staff to assist with administrative functions.

9. Performs other related duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.