POSITION DESCRIPTION

TITLE: Special Services Secretary
LOCATION: Special Services
REPORTS TO: Executive Director of Special Services
DEPARTMENT: Special Services

SUMMARY STATEMENT:
Under the supervision of the Executive Director of Special Services, the secretaries at Special Services may be assigned a variety of duties as outlined below.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with administrators, staff, and the general public in person, by telephone, via E-mail, and in writing.
2. Answer and direct incoming calls, and/or respond to inquiries and requests for the staff and the general public.
3. Open, date, sort, and distribute U.S. and interoffice mail as necessary.
4. Operate computers, including Microsoft Word, Excel, FileMaker Pro, and other software utilized by the department.
5. Operate various office equipment.
6. Initiate purchase orders and receipt all supplies as appropriate.
   • Maintain records of purchase orders.
   • Compare purchase orders with packing slips and invoices.
   • Log expenditures into budget program and make ready for payment, using an on-line computer system.
7. Assist in the preparation of the yearly budget using spreadsheet applications.
   • Keep up-to-date records of expenditures.
   • Maintain monthly budget reports.
   • Balance budget at the end of the year.
8. Maintain student data system, including performing data entry.
9. Communicate necessary State and Federal reports to staff, vendors, Special Services administration, District Administration, ESD #112, and the Office of the Superintendent of Public Instruction.
10. Perform filing and maintenance of student confidential files.
11. Maintain Special Services materials and equipment inventories.
12. Compose, prepare, and distribute correspondence as necessary for the department.
13. Prepare a variety of materials for presentations, workshops, meetings, and promotional work, including graphics, diagrams, and overhead projector transparencies, and general information.
14. Maintain substitute and classified timesheets and leave forms for staff within established timelines.
15. Coordinate professional meetings as appropriate.
16. Handle petty cash records.
   • Send in voucher for payment.
   • Balance check book.
   • Sign checks when necessary.
17. Maintain travel records and workshop attendance documents for the department.
18. Maintain and update standard forms.
19. Generate various reports as necessary.
20. Maintain an up-to-date understanding of the overall operation of the department.
OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
- Acceptable Attendance
- Vision (66-100%)
- Speaking (66-100%)
- Hearing (66-100%)
- Sitting (66-100%)
- Writing (66-100%)
- Bending/Stooping (Up to 33%)
- Walking (Up to 33%)
- Use of hands/arms for repetitive motion (66-100%)
- Lifting/Carrying Up to 50 lbs. (Up to 33%)
- Standing (33-66%)

MENTAL DEMANDS REQUIRED:
- Reading Documents (66-100%)
- Verbal Communication (66-100%)
- Reasoning (66-100%)
- Written Communication (66-100%)
- Math (66-100%)
- Detailed Work (66-100%)
- Multiple Concurrent Tasks (66-100%)
- Confidentiality (66-100%)
- Problem Solving (33-66%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Computer, typewriter, calculator, telephone, printer, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Typing/keyboarding of 50-70 wpm. (Medium range)
2. A minimum of two years of related experience, or equivalent training.
3. Demonstrated ability to communicate effectively and possess a positive attitude.
4. Demonstrated ability to perform on the computer. Must be proficient in the use of Microsoft Word, Excel and File Maker Pro.
5. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
6. Must possess a good math aptitude and recordkeeping skills.
7. Demonstrated organizational ability and the ability to follow through.
8. Demonstrated ability to compose written responses to communications, using proper language, spelling, punctuation and proofreading skills.
9. Demonstrated ability to work on own initiative and problem solve.
10. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
11. Demonstrated ability to maintain confidentiality of sensitive information.
12. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Variable Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ____________________________ Date: ________________

District: ____________________________ Date: ________________

Revised Date: 05/13/2003
Classification: Secretarial
Class: Class II
Display on Web? No

Special Services Secretary