

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION
Secretary – Classified Personnel

IMMEDIATE SUPERVISOR Director of Classified Personnel

GENERAL DUTIES

Provide office management, secretarial and clerical support, record keeping, notary services, and organizational support for the Director of Classified Personnel. Provide correspondence and reports, prepare purchase orders and maintain files for the Director. Communicate regularly with administrators and classified personnel, employing skill and judgment in the conduct of these contacts within established policies and procedures. In addition, this secretary maintains classified personnel files for the District.

ESSENTIAL REQUIREMENTS

- A. Minimum of a high school diploma or its equivalent
- B. Successful secretarial job experience, preferably at an administrative or supervisory level
- C. Knowledge of the general operation of a school district and the related secretarial duties
- D. Excellent written and oral communication skills
- E. Demonstrated computer skills including word processing (60 WPM), spreadsheets, data bases, and other pertinent applications
- F. Ability to initiate projects independently, and follow oral and written direction
- G. Ability to respond sensitively to questions about job openings and personnel matters
- H. Excellent organizational skills
- I. Ability to work within time constraints
- J. Ability to interact in a positive and professional manner with the public and co-workers
- K. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- L. The ability to maintain effective, positive relationships with students, fellow employees and the general public

ESSENTIAL RESPONSIBILITIES

- A. Secretary to the Director
- B. Receptionist for classified personnel section
- C. Field basic information questions
- D. Prepare all correspondence regarding classified employees
- E. Process new hires, summer hires, and student workers; hiring changes in status; terminations; retirements; and leaves
- F. Serve as Notary for Human Resources and other District matters
- G. Prepare classified tuition reimbursement paperwork and related purchase orders; monitor fund balance; collect follow-up attendance documentation for personnel files
- H. Monitor evaluation schedules and record all classified evaluations
- I. Maintain accurate position control records
- J. Input basic applicant tracking for classified employees
- K. File confidential documents and other sensitive material
- L. Disseminate contracts, monitor collection

- M. Update job descriptions for District
- N. Assist in classified recruitment activities, including attendance at Job Fairs
- O. Prepare vacation balance letters for 12-month classified employees
- P. Track all leaves – medical, FMLA, OFLA
- Q. Check all leave request balances prior to Director approval
- R. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

12-Month Office Support Pay Schedule

Pay Grade: E

Last Revised: June 2007