

**HILLSBORO SCHOOL DISTRICT 1 J**  
**JOB DESCRIPTION**  
**Department Secretary 1**  
 Facilities, Planning, and Property

**IMMEDIATE SUPERVISOR**      Director of Facilities, Planning, and Property

**GENERAL DUTIES**

Provide secretarial support for Director of Facilities, Planning, and Property. Communicate regularly with administrators, teachers, and members of the community, both orally and in writing. Assist with scheduling committee meetings, providing reports and other documents, maintaining budget records, and record keeping. Considerable public contact is involved and employees of this classification are expected to employ skill and judgment in the conduct of these interactions within established policies and procedures.

**ESSENTIAL REQUIREMENTS**

- A. A minimum of a high school diploma or its equivalent
- B. Successful secretarial job experience, preferably at an administrative or supervisory level
- C. Ability to take the initiative, to work independently, and to follow directions, both oral and written
- D. Demonstrated ability to provide positive leadership, training and supervision to other secretarial/clerical personnel
- E. Demonstrated ability to interact in a positive and professional manner with the public and co-workers
- F. Knowledge of the general operation of a school district and the secretarial duties necessary for an administrative secretarial position
- G. Demonstrated ability to organize work and prioritize the task assigned
- H. Excellent computer skills, including word processing (60 WPM), spreadsheets, data bases, and other applications, and the ability to use personal computers
- I. 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
- J. The ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. Serve as the direct communication link between the department, the school staff, District staff, community, and parents
- B. Process letters, reports, forms, handbooks, bulletins, memoranda, and meeting minutes, including material of a confidential nature; write letters and memoranda from rough notes or oral instructions; compose correspondence independently on routine matters not involving deviation from established policy
- C. Maintain files and documents related to Support Services and respond to Support Services inquiries
- D. Take and refer messages for staff; arrange meetings; schedule appointments; provide information to the public
- E. Input and format computer data for departmental, school and committee needs
- F. Manage departmental budget records and assist with purchasing

G. Operate a variety of office machines including, but not limited to typewrite, copier, calculator, computer, and other related equipment

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

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

\*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:** D  
**Last Revised:** June 2007