

**HILLSBORO SCHOOL DISTRICT 1 J**  
**JOB DESCRIPTION**  
Secretary 1

**IMMEDIATE SUPERVISOR**      School Administrator

**GENERAL DUTIES**

Perform clerical functions as may be required for the special education program, or by teachers at the building level. At the high school level this person may perform receptionist duties. The Secretary 1 is responsible for the efficient handling of the building telephone switchboard system. This position can function in at least the three services areas described above. The employee filling this position must be detail oriented, able to multi-task, and collaborate with other workers.

**ESSENTIAL REQUIREMENTS**

- A. A minimum of a high school diploma or its equivalent
- B. Ability to type with speed and accuracy
- C. Demonstrated knowledge and understanding of the word processing system being used in the workplace
- D. Ability to understand and follow verbal and written communication
- E. Possess a working knowledge of spelling, punctuation, capitalization, word usage and sentence structure of the English language
- F. Ability to coordinate a variety of data and information
- G. Ability to maintain effective, positive relationships with students, fellow employees, and the general public
- H. 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
- I. The ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. Update student records, and word process forms, letters, reports, tests, lessons, notices and other materials as required by the supervisor, teacher, or teaching staff
- B. Operate office machines including, but not limited to, copiers, switch board, and computer keyboard
- C. Compile, word process, and otherwise prepare reports, notices, and correspondence as need
- D. Serve as a backup and/or assist front office staff
- E. Develop teaching materials including, but not limited to, transparencies, copies, etc.
- F. Prepare purchase orders and requisitions as directed, and place orders online
- G. Prepare and process mass mailings as requested
- H. Distribute daily mail as requested
- I. Coordinate meetings and staffings, make contacts with parents for meetings and related situations, and arrange meeting location;
- J. Process print shop requests as directed
- K. Maintain supply storeroom for the building as requested
- L. Refer staff, students, and the community to building resources
- M. 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)
- 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

**Less than 12 Month Office Support Pay Schedule**

**Pay Grade:** B

**Last Revised:** December 2008

