

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION
Office Secretary 2
Applications Office

IMMEDIATE SUPERVISOR Director of Classified Personnel

GENERAL DUTIES

Perform secretarial/clerical duties supporting the application and hiring process for all employees, following established procedures. Communicate regularly with District personnel and prospective employees via electronic communication, telephone, and face to face conversations

ESSENTIAL REQUIREMENTS

- A. Minimum of a high school diploma or its equivalent
- B. Ability to perform secretarial and clerical functions with speed and accuracy
- C. Possess knowledge of and experience with word processing programs
- D. Demonstrated keyboard/typing skill
- E. Ability to remain tactful and polite in stressful conditions
- F. Ability to understand and follow oral and written instructions in English
- G. 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
- H. The ability to maintain effective, positive relationships with students, fellow employees and the general public

ESSENTIAL RESPONSIBILITIES

- A. Screen applications; prepare and maintain electronic files of all applicants; utilize electronic system to track employment data
- B. Refer problems and concerns to proper administrator for attention, as needed
- C. May contact general public and school personnel directly
- D. May open, sort and deliver mail for the Human Resources Department
- E. Respond to applicant requests electronically and by telephone
- F. Assist applicants with the electronic application system
- G. Assist in the completion of new employee paperwork
- H. May serve as back-up for other secretarial/clerical personnel
- I. Operate office machines as required, including computer data input and retrieval
- J. 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

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: C

Last Revised: June 2007