

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION
Secretary 3
Business Office

IMMEDIATE SUPERVISOR Risk Manager/Chief Financial Officer

GENERAL DUTIES

Perform secretarial and clerical functions in the Business office, including functions related to employee leaves. Work in conjunction with the Risk Manager and Human Resources to determine eligibility and track employee leaves and return to work.

ESSENTIAL REQUIREMENTS

- A. Minimum of a high school diploma or its equivalent, and successful secretarial job experience, preferably at an administrative or supervisory level
- B. Have basic knowledge of Excel and other related software
- C. Ability to interpret instructions and issues that arise, and then implement actions according to administrative policies and procedures
- D. Ability to use office equipment, including computer input and retrieval
- E. Ability to take initiative, work independently, and follow oral and written directions
- F. Ability to coordinate a variety of information and data
- G. Demonstrated knowledge of labor leave laws (OFLA/FMLA)
- H. Ability to work under stressful timelines and situations
- I. Ability to effectively work and communicate with school personnel from diverse cultures or backgrounds
- J. Maintain integrity of confidential information relating to students, staff, or district patrons
- K. The ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Perform a variety of clerical tasks including, but not limited to, word processing, filing, and copying
- B. Determine eligibility for OFLA/FMLA within defined parameters
- C. Track employee leaves and communicate with employees regarding leaves
- D. Manage employees' return to work process
- E. Maintain appropriate records and files, including electronic files, and respond to inquiries for information
- F. May serve as a backup for other secretarial/clerical personnel
- G. 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, as appropriate
- 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: December 2008

