

TITLE: Security Secretary (Secretary II)/ District Substitute Office Receptionist

QUALIFICATIONS:

1. High school graduate
2. Prefer additional training in secretarial functions, record keeping, and computer operations
3. Thorough knowledge of office terminology, procedures, and equipment such as a copier, postage machine, fax machines, and office telephone systems
4. Demonstrate excellent communication skills and have a good command of both written and oral English language skills
5. Ability to use a video surveillance system
6. Demonstrated experience and competence for responsibilities
7. Ability to follow complex oral and written directions
8. Ability to exercise good judgment, tact, and courtesy when dealing with staff, patrons, the public
9. The ability to maintain strict confidentiality of personnel and other records
10. Such alternatives to the above qualifications as are determined appropriate and acceptable

REPORTS TO: Supervisor of High School Security & Principal

JOB GOAL: Perform secretarial services in the High School Security Office. Be available to substitute at Shuler Education Center in the absence of the regular receptionist.

ESSENTIAL FUNCTIONS:

High School Security Secretary:

1. Provide clerical support to the high school security office.
2. Prepare reports, maintain files, take messages, and perform administrative duties.
3. Assist security officers in taking statements from individuals and reports for court proceedings.
4. Operate radio communication equipment.
5. Operate security system. Review, copy, file, and manage the CCTV digital recordings.
6. Work assigned extra duties, or overtime, for coverage of school events.
7. Assist in the issuance of hall lockers and locks to students; remove and replace locks on hall lockers.
8. Perform other duties as required.

District Substitute Office Receptionist:

1. Perform the duty of District Substitute Office Receptionist during Receptionist's absence.
2. Report to the District Administrative Office within one hour of notification of the need to substitute for receptionist. Receptionist duties are as follows:
 - a. Greet all visitors courteously, determine their needs, check appointments, and direct them to the appropriate office.
 - b. Expediently answer office telephone/transferring calls to the appropriate office; respond appropriately to requests for information.
 - c. Sort and stamp all outgoing office mail: maintain postage machine.
 - d. Act as key operator for copy machine and fax machine.
 - e. Assist other secretaries in running lengthy copy runs and facsimile machine

- f. Maintain confidentiality concerning all District matters.
- g. Maintain professional appearance and good attendance.
- h. Assist in gathering newspaper clippings pertaining to USD 437 for file.
- i. Perform other office duties as assigned.

PHYSICAL REQUIREMENTS:

- 1. **Stooping:** Bending body downward and forward by bending spine at the waist, requires full use of the lower extremities and back muscles.
- 2. **Reaching:** Extending hand(s) and arm(s) in any direction.
- 3. **Walking:** Moving about on foot to accomplish tasks, particularly for extended distances.
- 4. **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position to position. Requires the substantial use of the upper extremities and back muscles.
- 5. **Kneeling:** Occasional bending the legs at knee to come to a rest on knee or knees.
- 6. **Fingering:** Picking, pinching, typing/keyboarding or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- 7. **Grasping:** Applying pressure to an object with fingers and palm.
- 8. **Talking:** Expressing or exchanging ideas by means of the spoken word. Communicating by the use of radio equipment is required.
- 9. **Hearing:** Ability to receive detailed information through oral communication.
- 10. **Light work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. The worker sits most of the time; the job is rated for Light Work.
- 11. **Repetitive motions:** Substantial movements (motions) of the wrists, hands, and/or fingers.
- 12. **Visual Acuity-Clerical:** Work deals largely with operation of machines, at distances close to the eyes.
- 13. The worker is not substantially exposed to adverse environmental conditions.

TERM OF EMPLOYMENT: Twelve (12) months

SALARY RANGE: Secretary II Level

EVALUATION: Evaluated annually by the Principal of Washburn Rural High School with input from the Superintendent of USD #437 and Central Office Administrators.

BOE Approval: 10/20/08