

## **Job Description**

### **Title:Middle School Secretary/Bookkeeper - 12 Month**

**Reports to:** Building Principal

**General Summary:** Assists in the smooth and efficient operation of the middle school office by performing a wide variety of clerical, record keeping, and bookkeeping duties with minimal supervision.

#### **Essential Functions:**

1. Answers phones, greets visitors, takes and distributes messages, responds to requests for information in accordance with district policy, and assists with communications to parents, students, staff, and public using tact and courtesy. (15%)
2. Prepares, duplicates, and distributes memos and other correspondence, as needed. (5%)
3. Maintains student registrations, attendance, transfer and withdrawal records, and prepares local, state, and federal reports, as needed. (5%)
4. Coordinates building budget, prepares and tracks all purchase orders at the building level as well as the district level. Maintains activity fund. Prepares all disbursements and receipts all monies at the building level. Initiates purchases through activity fund. Works with fundraising personnel to coordinate monies received and disbursed. (70%)
5. Receives and distributes daily mail. (5%)
6. Able to react to change productively and handle other essential tasks as assigned.

#### **Qualifications:**

1. Education Level: High School Diploma or equivalent
2. Certification or Licensure:
3. Experience desired:
4. Other requirements:
  - \*Knowledge of basic accounting principles.
  - \*Good English usage, spelling, grammar, and punctuation skills.
  - \*Ability to type at least 55 wpm
  - \*Ability to use computer, related software, 10-key calculator, and other office equipment.
  - \*Ability to establish and maintain cooperative working relationships with staff and others.
  - \*Ability to make varied math calculations rapidly and accurately.
  - \*Ability to tabulate statistical data.

### **Special Requirements:**

	Occasional	Frequent	Constant
	<u>1 - 32%</u>	<u>33 - 66%</u>	<u>67% +</u>
1. Standing	x		
2. Walking	x		
3. Sitting		x	
4. Lifting 15-20 lb max.		x	
5. Carrying 50 feet.....	x		
6. Pushing / Pulling .....	x		
7. Climbing / Balancing .....	x		
8. Stooping / Kneeling / Crouching / Crawling.....	x		
9. Reaching / Handling.....	x		
10. Speaking / Hearing.....	x		
11. Seeing / depth perception / color.....	x		

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Millard Public Schools    Revised: August 1994

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