

Secretary, Main Office - Middle School, S3/10

JOB DESCRIPTION

POSITION TITLE
MINIMUM

MIDDLE SCHOOL SECRETARY, MAIN OFFICE S-3

QUALIFICATIONS

- High School graduate
- General clerical skills
- Knowledge of office machines
- Knowledge of bookkeeping
- Effective technology skills
- Tact, diplomacy, discretion
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

OFFICE MANAGER, PRINCIPAL, ASSISTANT PRINCIPAL

PRIMARY RESPONSIBILITIES

1. Assists office manager.
2. Maintains school budget accounts and funds.
3. Maintains student attendance records.
4. Provides clerical support to the school nurse.
5. Has general clerical and record keeping responsibilities.
6. Operates office machines.
7. Assists in compilation of reports.

TERMS OF EMPLOYMENT 10 Months

Salary and benefits as per SOMEA Agreement