



Train, assign and coordinate the work of assigned school personnel; prepare absentee forms as directed; review work for accuracy, completeness and compliance with established guidelines and procedures

Coordinate, schedule and attend a variety of meetings as assigned; prepare and send out notices of meetings; maintain appointment and activity calendar for the school and the principal; reserve facilities; collect and compile information for meetings, projects and workshops; prepare agendas and take minutes as directed

Operate a variety of office equipment including a calculator, copier, laminator, fax machine, computer and assigned software; operate a two-way radio as assigned.

Communicate with staff and outside agencies to exchange information and resolve issues or concerns.

Monitor inventory levels of office and school supplies; order, receive and assure adequate inventory levels of office and school supplies; prepare purchase requisitions for supplies and services (e)maps and

Any combination equivalent to: graduation from high school supplemented by college-level course work in business, secretarial science or related field and five years of increasingly responsible secretarial and clerical school office experience involving public contact

Valid First Aid and CPR certification issued by an authorized agency preferred

Some incumbents in this classification may be required to speak, read and write in a designated second language

ENVIRONMENT:

Office environment

Constant interruptions

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information in person and on the telephone

Sitting or standing for extended periods of time

Seeing to read a variety of materials

Bending at the waist or kneeling to file or retrieve materials

HAZARDS:

Contact with dissatisfied or abusive individuals

Exposure to blood-borne pathogens and infectious diseases

Exposure to illness and contagious conditions (e.g., lice, chicken pox, flu)