

**North Wasco County School District**  
**Job Description – Secretary I**

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**Title:** Secretary I  
**Classification:** Classified ESP  
**Reports To:** Building Administrator  
**Work Year:** 185

**Job Purpose Statement:**

Perform clerical functions as may be required at the building level. The Secretary I is responsible for the efficient handling of the building telephone switchboard system, greeting and signing in guests. The employee filling this position must be detail oriented, able to multi-task, and collaborate with other workers.

**Qualifications**

**Education:** High school diploma or general education degree (GED) and five years of progressively more responsible clerical experience, including interactions with students and the public in stressful situations; or any satisfactory combination of experience and training, as determined by the hiring authority preferred. College Degree preferred).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of English, spelling, composition, grammar and punctuation
- Knowledge of current office practices and procedures
- Knowledge of standard office equipment and machines
- Ability to accurately transfer, record, and convey information, materials and money, as required by the position.
- Ability to abide by confidentiality rights of students and parents
- Ability to respond to the public in a courteous, efficient manner
- Ability to work collaboratively with co-workers.
- Demonstrated proficiency in specific computer software programs, including speed and accuracy in the use of office equipment may be required prior to employment.
- Ability to learn and perform assigned tasks quickly and accurately from oral and/or written instructions

**Licenses, Certifications, Bonding, and/or Testing Required:**

- Criminal Justice Fingerprint Clearance and employer drug and/or alcohol testing
- Driver's License
- Ability to obtain and possess a valid first aid card within three months of employment

**Essential Duties and Responsibilities** include the following (Other duties may be assigned).

- Types reports, forms memos correspondence, requisitions, other materials from copy draft or simple oral instructions.
- Sorts, codes, files, and indexes materials alphabetically or numerically.
- Receives sorts and summarizes materials for preparation of reports.
- Compiles information and prepares reports, forms, and letters as requested.
- Conducts file or record searches. Enters students into District Student Software Programs.
- Operates office machines including, but not limited to: copiers, phones, computers and printers.
- Serve as a backup /or assist front office staff.
- Sorts and routes mail.
- Maintains office filing system.
- Coordinates and maintains communication between staff, students, parents and public who are involved in the program or department.
- Collects, receipts and deposits revenues received.

- Maintains office records and independently answers routine questions and correspondence not requiring attention from immediate supervisor.
- May be required to enroll students and process student records and transcripts, sending records for transferring students. Must maintain Family Educational Rights and Privacy Act (FERPA).
- Maintains records of student attendance, including processing absences and tardies according to established procedures, receiving excuse notes from students.
- Administer medication as required up to and including medication for medically fragile and complex students.

**Supervisory Responsibilities:**

Supervision is not normally a responsibility of this position.

**Language Skills:**

Ability to comprehend, interpret and explain pertinent laws, rules, regulations, policies and procedures. Ability to read and comprehend instructions, correspondence and memos. Ability to write reports, business correspondence, school handbooks and procedure manuals. Ability to effectively present information and respond to questions from individuals or groups.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs. Ability to make accurate mathematical computations or apply standardized statistical procedures manually or by machine.

**Reasoning Ability:**

Ability to solve practical problems and deals with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Workplace Expectations:**

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Cultivate and model a respectful working and learning environment.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Requirements:**

- 1. In an eight-hour day employee may:
  - a. Stand/Walk            None            1-4 hrs            4-6 hrs            6-8 hrs
  - b. Sit                        None            1-3 hrs            3-5 hrs            5-8 hrs
  - c. Drive                    None            1-3 hrs            3-5 hrs            5-8 hrs
  
- 2. Employee may use hands for repetitive:  
Single Grasping             Pushing and Pulling             Fine Manipulation
  
- 3. Employee may use feet for repetitive movement as in operating foot controls:  
Yes                            No
  
- 4. Employee may need to:
  - a. Bend                    Frequently            Occasionally            Not at all
  - b. Squat                   Frequently            Occasionally            Not at all
  - c. Climb Stairs           Frequently            Occasionally            Not at all
  - d. Lift                     Frequently            Occasionally            Not at all
  
- 5. Lifting:
  - Sedentary Work: Lifting 25 occasionally, 10 pounds regularly with frequent sitting and occasional standing/walking.
  - Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
  - Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
  - Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
  - Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

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**Mandatory Child Abuse Reporting:** As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.  
I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

**Employee Statement:**

*"I have reviewed the above position and understand its content. 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 responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date