



## **Job Description**

**Job Title:** Administrative Secretary II

**Position Code:** 4N29, DN29

**Job Classification:** Non-Exempt

**Supervisor:** Principal

**Pay Grade:** 20

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for providing clerical office support in a school office.

### **Essential Duties**

1. Serves as secretary for the school principal.
2. Drafts memos and letters; proofreads all outgoing correspondence.
3. Compiles information from various sources for records and reports.
4. Acts as receptionist, receiving visitors, parents, teachers and students.
5. Confers with students, parents, salesmen, and others, answering inquiries and disseminating information, personally and over the phone.
6. Performs computations and posts to statistical records.
7. Maintains office files, account records, and a variety of other records.
8. Maintains fund accounts, makes trial balances and accounts for funds received.
9. Prepares bills for payment.
10. Maintains files and records.
11. Coordinates office responsibilities.
12. Performs other duties as requested.
13. Models nondiscriminatory practices in all activities

### **Job Specifications**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Completion of high school and or any equivalent combination of experience and training including or supplemented by a course in typing. Thorough knowledge of standard office practices, procedures, and equipment. Knowledge of business English, grammar and math. Must possess excellent typing skills and be proficient with Microsoft Office. Must possess the ability to establish and maintain effective working relationships with other employees and the general public. Must possess excellent public relations and telephone skills. Ability to understand and follow oral and written instructions. Ability to understand the need for extreme confidentiality regarding school issues. Must be able to perform and complete multiple tasks during any given day.

### **Working Conditions & Physical Requirements**

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on

the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

**Supervision Exercised:** None

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Administrative Secretary II will be required to follow other instructions and to perform any other related duties as assigned by the principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 6/10 (BB)