

4J SCHOOL DISTRICT

Job Title:	DEPARTMENT SECRETARY	Dot #: 201.362-030
Department:	Life Skills Network	
Work Hours:	8 Hours daily, 40 hour week, year round position	
Job Summary:	<ul style="list-style-type: none"> * Performs a variety of administrative/clerical tasks pertaining to the efficient operation of the Life Skills Program. * Assist assigned staff and students by providing secretarial, bookkeeping and administrative support functions to ensure a coordinated program administration. * Performs general and specialized computer support functions. Types correspondence, reports, and student IEP's. * Schedules and coordinates all inter-department functions and staff meetings * Supervises activities of other administrative staff and work study students. * Coordinates and maintains department accounting/bookkeeping and student accounting records. * Maintains student IEP's and department records. * Maintains confidentiality of information, and assists supervisor in organizational planning to meet program deadlines /goals. 	
Qualifications:	<ul style="list-style-type: none"> · Extensive skills derived from secretarial / clerical and accounting work experience. · Previous experience operating computers, maintaining data bases. 	
ESSENTIAL JOB FUNCTIONS: (Constantly over 2/3 time, Frequently 1/3-2/3 time, Occasionally under 1/3 time, Rarely under 10% time)		
Physical:	<ul style="list-style-type: none"> · Standing/Walking: Occasionally; through out office area. · Sitting: Frequently; at desk or computer while completing paperwork, keyboarding, answering phones etc. · Lift/Carry: Occasionally, 1-5 lbs; paperwork, files, supplies, materials. · Push/Pull: Occasionally, 5-10 lbs force; opening drawers and doors. · Climbing: None. · Bending/Twisting: Occasionally; at waist/knees/neck while moving from seated to standing position. · Kneeling/Crouching: Rarely; while handling materials on lower file drawers/shelves. · Hands/Arms: Constantly; in reaching/handling/grasping/fingering/keyboarding while performing administrative tasks throughout the work shift. Work tasks can be managed to preclude prolonged computer work and no more than 4 hours per shift. · Sight: Constantly; in reading, sorting, identifying text materials, etc.; visual requirements include visual acuity in near and mid range vision. · Speech/Hearing: Frequently; in answering questions and determining needs of staff and students both in person and over phone. 	
Mental:	<ul style="list-style-type: none"> · Ability to communicate effectively orally and in writing, and work easily with staff and students when under stress of multiple tasks or frequent interruption. · Frequent mental alertness, attention to detail, and accuracy required in maintaining confidential records. · Must be able to work independently and follow through on all tasks. · Must be able to plan and prioritize work to handle multiple tasks and requests. · Must be able to use logic and organizational skills to prepare, assign, and maintain department records in an accurate and orderly manner. · Ability to work with students to minimize disruptive behaviors. · Must be able to read/write/speak English and possess basic mathematical skills. 	
Work Conditions:	<ul style="list-style-type: none"> · Work is performed in office setting. · Hazards: No specific hazards noted. · Equipment Used: Computers, printer, copier, fax, telephone. 	