

INDEPENDENT SCHOOL DISTRICT #31  
POSITION JOB DESCRIPTION

POSITION TITLE: NMJC SECRETARY  
IMMEDIATE SUPERVISOR: PRINCIPAL

Band/Grade: \_\_\_\_\_

**JOB SUMMARY (BASIC PURPOSE OF POSITION)**

The NMJC School Secretary is the sole secretary with multiple responsibilities for the school. She/he is essential to the educational process to insure effective office operation and keep communication open between students, parents, staff and school administration.

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of things to accomplish in major job function	BAND/ GRADE	% OF TIME D,W,M,A,Q	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you have to know to accomplish duty or function	PERFORMANCE STANDARDS How will you know the job is done?
1.00 Utilization of Telephone 1. Receive and direct calls 2. Take/deliver messages 3. Route calls to other offices in the district		20% D	Knowledge of: Proper telephone etiquette Skills in human relations Remain calm in an emergency Ability to communicate effectively with principal	No more than six complaints are received in each school year.
2.00 Maintain confidentiality		100% D		Confidentiality maintained 100% of the time.
3.00 Perform general office duties				
3.01 Type for principal, faculty and staff as assigned		01% D	School district policy and general procedures.	Typed material is done with 95% accuracy.
3.02 Prepare letters, memos, correspondence, reports and other materials 1. Edit 2. Type		01% D	Record keeping techniques  Possess excellent English grammar, spelling and punctuation skills.	Typed material is done with 95% accuracy.
3.03 Mail 1. Prepare outgoing mail 2. Sort and distribute incoming mail		05% D		When handling, receiving and sending of mail, is done to the satisfaction of supervisor.

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D,W,M,A,Q**NECESSARY SKILLS  
KNOWLEDGE, ABILITIES**What you have to know to  
accomplish duty or function**PERFORMANCE STANDARDS**

How will you know the job is done?

3.04	Operate all office machines 1. Typewriter 2. Calculator 3. Copy Machine 4. Computer 5. Thermofax 6. Telephone 7. Paper shredder	D	Operate and maintain office machines.	Operation of office machines is accomplished to the satisfaction of the supervisor.
3.05	Determines and maintains inventory 1. Tabulate supplies 2. Determine amount needed 3. Fill out requisitions 4. Check in supplies	W		Inventory is maintained and tabulated to the satisfaction of the supervisor.
3.06	Manage office procedures 1. Maintain neat and orderly office	D	Ability to communicate effectively with principal, staff, students	The office functions to the satisfaction of the supervisor.
4.00	Maintain required records and reports.	D	District policy, state and/or federal guidelines.	
4.01	Check and submit time sheets	D	Knowledge of district	Time sheets are submitted within guidelines established.
4.02	Staff absentee reports 1. Record absences 2. Request for leave a. distribute b. record c. submit	D		All staff absentee reports are recorded and submitted to Central Office within established guidelines.
4.03	Collect data for preparing federal, state and district office reports 1. Update and maintain student enrollment counts for district.	D	Organizational skills	Information is submitted within established guidelines.
4.04	Maintain student records 1. Register students 2. Set up student schedule 3. Set up student files 4. Record test results.	25% D	Confidentiality	Records are up-to-date, accurate, and maintained within established guidelines.

