

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

POSITION TITLE School Age Care (SAC) Secretary

ORIGINATION DATE 12/1993

IMMEDIATE SUPERVISOR School Age Care Facilitator

LAST REVISION DATE 10/2004

BAND & GRADE A-1-3-3

**Job Summary (Basic Purpose of Position)**

SUPERVISOR

EMPLOYEE

The School Age Care Secretary is primarily responsible for all billing functions, program registration and administrative support for the SAC Programs.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<b>1.00 Communication</b> 1.01 Assist customers at the desk with registration, questions about the program and other information. 1.02 Answer phones and direct calls as necessary, take messages and assist customers with questions.	A1	10% W		<b>Knowledge of:</b> 1. Proper telephone etiquette. 2. Good verbal communication to effectively and courteously deal with the public. 3. Human relations skills.	Calls are answered promptly and courteously with minimal complaints. Customers are promptly assisted as needed.
<b>2.00 Staff Support</b> 2.01 Assist SAC Coordinator and program staff with questions, reports and forms. 2.02 Maintain inventory of supplies and order additional supplies as necessary. 2.03 Maintain appointment schedule for Coordinator. 2.04 Assist in other areas of Community Education as needed.	A1	5% W		4. Familiarity with various public agencies and offices for referrals. 5. Knowledge of all aspects of SAC Programs.	Answers, reports and forms are provided promptly. Inventories are appropriately maintained, schedule is maintained.
<b>3.00 Office Management and Billing</b> 3.01 Prepare all necessary paperwork and do all data entry for billing. 3.02 Prepare weekly attendance charts for Activity Leaders according to current enrollment. 3.03 Create and maintain billing files on each family and enter attendance information onto bill weekly.	A1	10% W		<b>Ability to:</b> 1. Organizational skills. 2. Work independently. 3. Basic accounting procedures. 4. Good computer skills. 5. Must cope and deal with various problems and personalities. 6. Perform under stressful situations and with constant interruptions.	Attendance charts are prepared timely and accurately. Bills are prepared accurately. Bills are mailed out in a timely manner. Delinquent accounts are properly monitored and appropriate procedures are followed to collect on these accounts. County and other agencies are billed correctly and timely.

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3.04 Mail bills and other parent communication every two weeks.		10% W			Correspondence is accurate, appropriate and timely.
3.05 Maintain a file of delinquent accounts and contact delinquent families regarding payments and payment plans by phone or in writing.		5% W			All fees are appropriately billed. Confidentiality is maintained at all times.
3.06 Maintain records regarding county assistance and prepare and attain appropriate signatures for county billing.		5% W			3.01 Carefully handle and process payments accurately and in a timely manner.
3.07 Compose and prepare written correspondence for parents and others as needed.		5% W			3.02 Payments are accurately and timely credited to patrons accounts.
3.08 Bill for others services as needed such as transportation costs, late fees, etc.		5% W			3.03 Deposits are made in a timely and accurate manner.
3.09 Receive, receipt and deposit all payments for SAC Programs.		10% W			
3.10 Accept payments in person, through phone and online in the form of cash, checks, and credit card payments.		5% W			
3.11 Credit patron bills with payment amount.					
3.12 Compile and prepare deposits.					
<b>4.00 Other Duties as Assigned</b>					

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