

# Wachusett Regional School District

## CLERICAL STAFF

### JOB DESCRIPTION

#### **TITLE:**

Secretary

#### **QUALIFICATIONS:**

The Secretary shall be a high school graduate, be highly qualified in English, grammar, and typing. The Secretary must be mature and discreet and be able to meet people and handle sensitive material. The Secretary shall have three years of successful office experience with progressively more important responsibilities. The Secretary shall be computer literate with experience using both a PC and a mainframe computer system.

#### **REPORTS TO:**

Designated Member of the Administrative Staff

#### **PERFORMANCE EVALUATION:**

The Secretary shall be evaluated annually using the Wachusett Regional School District Annual Support Staff Review Form, Form #: 001-eval.

#### **REPRESENTATION STATUS:**

AFSCME, Council 93

#### **JOB RESPONSIBILITIES:**

The Secretary is a member of the clerical staff and as such is responsible to provide clerical support to the administrative staff, to act as a receptionist, when necessary, and to perform the various changing tasks of her office to ensure that the office operation is run smoothly.

In carrying out these responsibilities, the Secretary shall:

1. Maintain the files of the office to which he/she is assigned in a standard and appropriate manner;
2. Type a variety of material such as letters, reports, memoranda, etc.

- from rough drafts or corrected copy;
3. Photocopy as required or requested, to include listed copies on official correspondence;
  4. Respond on behalf of her office to official inquiries as directed by her supervisor;
  5. Proof read work of other office staff members as requested;
  6. Assist in internal mail distribution;
  7. Assure compliance of his/her office with accepted administrative procedures and policies including personnel and financial management requirements;
  8. Greet all visitors courteously, determine his/her needs, check appointments, and direct or escort them to the proper person/office;
  9. Answer office telephone and respond appropriately to request and/or channels calls to the proper person/office;
  10. Complete appropriate paperwork, forms, requests, responses, or other such activity at the direction of his/her supervisor in a professional and appropriate manner;
  11. Utilize the computer hardware and software placed at his/her disposal in the completion of his/her assigned tasks; and
  12. Perform any other related duties or assignment as directed by his/her supervisor.

4/24/97

Approved by:

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Alfred D. Tutela, Superintendent of Schools

Date: 04/24/97