

HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: *Secretary 1*

Job Purpose Statement/s: The job of "Secretary 1" is done for the purpose/s of providing clerical support to assigned personnel; communicating information to staff, the public, and other districts; and providing information and/or direction as may be requested.

Essential Job Functions:

- **Answers** telecommunication system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- **Maintains** schedules (e.g. meetings, room schedules, bus schedules) for the purpose of coordinating available space and/or activities.
- **Maintains** regular and appropriate attendance and is on time for assignment(s) for the purpose of meeting the needs of the students and the district.
- **Processes** documents and materials (e.g. schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties.
- **Responds** to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required.
- **Composes** documents for the purpose of communicating to staff, parents and community.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Prepares** time sheets for the purpose of submission to administration for approval
- **Evaluates** situations (i.e. involving other staff, students, parents, the public) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution (i.e., securing substitutes).

Job Requirements - Qualifications:

- **Experience Required:** Prior job related clerical experience.
- **Skills, Knowledge and/or Abilities Required:**

Skills to operate standard office equipment including telecommunication equipment and basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation.

Knowledge of rules and regulations related to assigned functions, recordkeeping, standard office equipment.

Abilities to sit for prolonged periods, work independently, understand and carry out oral and written instructions. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.

- **Education Required:** High School diploma or equivalent.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance; district drug testing clearance; BBP training.

PHYSICAL REQUIREMENTS:

- 1. In an eight-hour day employee may:
 - a. Stand/Walk None 1-4 hrs 4-6 hrs 6-8 hrs
 - b. Sit None 1-3 hrs 3-5 hrs 5-8 hrs
 - c. Drive None 1-3 hrs 3-5 hrs 5-8 hrs

- 2. Employee may use hands for repetitive:
 Single Grasping Pushing and Pulling Fine Manipulation

- 3. Employee may use feet for repetitive movement as in operating foot controls:
 Yes No

- 4. Employee may need to:
 - a. Bend Frequently Occasionally Not at all
 - b. Squat Frequently Occasionally Not at all
 - c. Climb Stairs Frequently Occasionally Not at all
 - d. Lift Frequently Occasionally Not at all

- 5. Lifting:
 - Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 - Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

JS/ggm/rb

Rev: 8/5/05

I, _____ have read and received a copy of this
PRINT YOUR NAME HERE
job description, and understand that a copy of this job description will become part of
my personnel file.