

# HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

## JOB TITLE: *Secretary 2*

**Job Purpose Statement/s:** The job of "Secretary 2" is done for the purpose/s of providing clerical support to assigned personnel; communicating information to staff, the public, and other districts; orienting assigned personnel to their job requirements; ensuring compliance with financial, legal and administrative requirements; and providing information and/or direction as may be requested. This position is under the supervision of the building administrator and does not supervise other employees.

### Essential Job Functions:

- **Administers** assigned programs and projects (e.g. home teaching, workers compensation, safety) for the purpose of meeting district and/or state guidelines.
- **Composes** documents (e.g. correspondence, agendas, minutes, bulletins, reports) for the purpose of communicating information to school and district personnel, the public, state officials, and/or other agencies.
- **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.
- **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.
- **Monitors** assigned activities and/or program components (e.g. education code, district requirements, time sheets, attendance, program budgets, critical timelines, ) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- **Prepares** written materials (e.g. brochures, newsletters) for the purpose of conveying information regarding school and/or district activities and procedures.
- **Processes** documents and materials (e.g. schedules, agendas, mail, student records) 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.

### Other Job Functions:

- **Attends** meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- **Collects** and processes funds (e.g., lunch, student body, special projects) for the purpose of processing within the guidelines of the district, state and auditors.
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Oversees** work assignments of others (e.g. assistants, new employees, student workers, volunteers) for the purpose of providing orientation to their job assignments.

### Job Requirements - Qualifications:

- **Experience Required:** Three years of job related experience.
- **Skills, Knowledge and/or Abilities Required:** **Skills** to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation. **Knowledge** of rules & regulations related to assigned functions, budgeting, financial and statistical recordkeeping, standard office equipment. **Abilities** to sit/stand for prolonged periods, work independently, understand & 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 screen clearance; BBP training.

**PHYSICAL REQUIREMENTS:**

1. In an eight-hour day employee may:
 

|               |                               |   |                                  |   |
|---------------|-------------------------------|---|----------------------------------|---|
| a. Stand/Walk | <input type="checkbox"/> None | <input checked="" type="checkbox"/> 1-4 hrs | <input type="checkbox"/> 4-6 hrs | <input checked="" type="checkbox"/> 6-8 hrs |
| b. Sit        | <input type="checkbox"/> None | <input type="checkbox"/> 1-3 hrs            | <input type="checkbox"/> 3-5 hrs | <input checked="" type="checkbox"/> 5-8 hrs |
| c. Drive      | <input type="checkbox"/> None | <input checked="" type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs            |
  
2. Employee may use hands for repetitive:
 

|   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Single Grasping | <input type="checkbox"/> Pushing and Pulling | <input checked="" type="checkbox"/> Fine Manipulation |
|---|--|---|
  
3. Employee may use feet for repetitive movement as in operating foot controls:
 

|   |                             |
|---|-----------------------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|-----------------------------|
  
4. Employee may need to:
 

|                 |  |  |                                     |
|-----------------|--|--|-------------------------------------|
| a. Bend         | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally            | <input type="checkbox"/> Not at all |
| b. Squat        | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally            | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input type="checkbox"/> Frequently            | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift         | <input type="checkbox"/> Frequently            | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
  
5. Lifting:
 

|   |
|---|
| <input checked="" type="checkbox"/> Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.               |
| <input type="checkbox"/> Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.                              |
| <input type="checkbox"/> Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.              |
| <input type="checkbox"/> Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking. |
| <input type="checkbox"/> 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.