

# Tunkhannock Area School District

## *Job Description*

**TITLE:**            **12-Month Secretary**

**REQUIREMENTS:**

- High school diploma required; Completion of two (2) years of college, technical school or business school preferred
- Two (2) or more years of experience in a business office or school office preferred
- Proficiency with computers and knowledge of Microsoft Office software
- Requires the knowledge of the operations of standard office equipment, including computers, copiers, phone systems, and software applications
- Knowledge of Microsoft Office is required, specifically Excel, Word, and Outlook
- Must have excellent written and oral communication skills

**DESCRIPTION:**

- Work cooperatively with administrators, supervisors, staff, parents, students, and community stakeholders
- Assist with communications to parents, staff, students, and community stakeholders
- General running and care of office including the ordering of general supplies
- Locate students as needed
- Handle telephone messages for administrators, teachers, and students
- Perform duties related to assigning class coverage
- Keep all office forms, office files, and office storage areas current
- Help prepare packets of information and forms for teachers for the start of the school year
- Gather needed information from personnel to close school in an orderly manner.
- Assist in the preparation of daily bulletin as needed
- Distribute mail to faculty and other building personnel; Take mail to post office as needed
- Assist in the preparation and tabulation of school budget
- Assist with the organization of end-of-the-year activities
- Assist building administration and as facilitator for general financial matters dealing with budgeting, student activity accounting, cash handling, record keeping and other secretarial duties as needed
- Ability to independently process information, have good organizational skills, and possess a strong attention to detail
- Ability to work in an environment with frequent interruptions
- Be able to work within timelines, meet specific due dates, and perform in stressful situations
- Organizes and prepare information and purchase orders

- Compile, record, and collect all outstanding student obligations
- Other duties as assigned

**REPORTING RELATIONSHIPS:**

- Reports directly to the building administration

**TERMS OF EMPLOYMENT:**

1. 12-month, full-time employee
2. Salary and benefits as described in the current Collective Bargaining Agreement between the Tunkhannock Area School District and the Tunkhannock Area Educational Support Personnel Association

**Interested applicants should submit a letter of interest, resume, transcripts, Act 34, 114, & 151 clearances and a list of three references to:**

**Paul Dougherty, Superintendent  
Tunkhannock Area School District  
41 Philadelphia Avenue  
Tunkhannock PA 18657**

*The Tunkhannock Area School District is an equal opportunity employer.*