

## **Tunkhannock Area School District Job Description**

**Title:           General Secretary**

The General Secretary provides support to ensure the smooth and efficient operations required of the school office. Incumbent serves as secretary to a building administrator and as facilitator for the school/public being served in communicating information, problem solving, cash handling, record keeping and building access.

### **REPORTING RELATIONSHIPS:**

- Reports directly to the building principal/supervisor
- Works cooperatively with administrators, supervisors, staff, parents, students and others to perform job responsibilities as outlined

### **TERMS OF EMPLOYMENT:**

1. 180 - 200 days or 260 – 262 days and is established by the Tunkhannock Area School District Board of Education
2. Salary & Benefits are as described in the current Collective Bargaining Agreement between the Tunkhannock Area School District and the Tunkhannock Area Educational Support Personnel Association.

### **EVALUATION:**

Performance of this job will be evaluated by the Building Principal or supervising administrator.

### **QUALIFICATIONS & PHYSICAL REQUIREMENTS:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- High school diploma or GED is required. Completion of two (2) years of college, technical school or business school resulting in an associates' degree or certificate is preferred. Two (2) or more years experience in a business office setting with experience is also preferred.
  
- Requires the knowledge of the operations of standard office equipment necessary to perform the job such as computers and software for the purposes of inquiry/entry. Knowledge of Microsoft Office software programs is required. Must have excellent written and oral communication skills and be able to communicate effectively by telephone or in person with individuals on a variety of levels. Must be able to independently process information, have good organizational skills and a strong attention to detail. Employee must have the ability to work in an environment with frequent interruptions.

Qualified candidate will be required to use hands to finger, handle or feel objects, tools or controls, and to talk and hear; Sit and occasionally be required to stand, walk, stoop, kneel and crouch; Have specific vision abilities, to include close vision, color vision, and the ability to adjust focus; Have the ability to lift and/or move up to 25 pounds; and possess effective communication, judgmental, planning and human relations skills, and will be required to work under periods of stress due to the level of the position responsibility. Work environment is generally in an office setting year round.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

The following is the general responsibilities and essential functions of the job for all General Secretaries.

General essential functions of all General Secretaries include;

- Answer telephone and relay messages to administrators, teachers, students and other personnel.
- Arrange for early dismissal for students
- Type communications to the parents, staff, students, and employment applicants as well as the general business letters originating from that office.
- Locate students as needed.
- Assist with sign-in of tardy students.
- Sort inter-office and outside mail.
- Filing of necessary material
- Write passes for students
- Maintain accurate basic student information in computer system as needed.
- Help prepare report cards.
- Operate copy machine whenever needed and replenish various forms, documents, schedules used by all staff members and substitutes.
- Keep all office forms, office files and office storage areas current.
- Help prepare packets of information and forms for teachers for the start of school, and gather needed information from personnel to close school in an orderly manner.
- Make morning and evening announcements as needed.
- All other duties as assigned

The Tunkhannock Area School District is an equal opportunity employment, educational and service organization.