

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: GENERAL OFFICE
TITLE: SECRETARY
CALENDAR: [SECRETARY](#)
SALARY: [GRADE 10](#)

Job Goal Perform clerical and secretarial assistance in an assigned area

Minimum Qualifications:

- High school diploma or equivalent with emphasis on appropriate business courses
- Two years clerical experience, preferably in an educational setting
- Ability to maintain good public relations with students, parents, and staff
- Ability to type accurately at an acceptable rate of speed and to take dictation, if required; ability to operate standard office equipment including a computer terminal/word processor
- Ability to work under pressure of interruptions
- Knowledge of and adheres to all policies, regulations and rules

Core Job Functions:

- Performs a wide variety of clerical work including typing filing, coding, record keeping and preparing reports for assigned areas
- Handles correspondence and communications in assigned area
- Maintains all appropriate files in a confidential manner
- Assists in the preparation of a wide variety of statistical reports
- Inputs information into computer terminal, such as personal information with outside groups, addresses and other appropriate entries; follows up accordingly
- Receives inquiries by telephone or in person and gives out appropriate information
- Distributes material as assigned
- Orders supplies and maintains inventory
- Performs related duties as assigned
- Performs all duties in a safe and prudent manner as assigned

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.