

KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	School Financial Secretary (High School)		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Building Administrator
EDUCATION:	High School Diploma or GED Equivalent	FLSA Status:	Non-Exempt
LENGTH OF WORK YEAR:	Hours and days as specified on posting		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB QUALIFICATIONS:	<p>Provides secretarial support; communicating information to staff, the public, and other districts; ensuring compliance with financial, legal and administrative requirements; overseeing of office activities; and providing information and/or direction as may be requested.</p> <p>Must obtain a CPR and First Aid Training certificates. Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.</p>		

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Receive and direct telephone correspondence in a courteous, efficient and timely manner.
2. Keep all records and documentation in an organized system.
3. Handle all receipts of money coming into the office and keep an accounting ledger.
4. Maintain current balances of checking and savings accounts and provide monthly reports to the principal and district office. Pay bills in a timely manner.
5. Make correct mathematical calculations, make and verify all extensions. Post all receipts and bank deposits to district computerized accounting system on a daily basis or as time permits.
6. Professionally prepare correspondence, policies, protocols, procedures, handbooks and reports on a computer and circulate as needed, as pertains to financial information.
7. Handle office visitors in a manner requiring the application of considerable knowledge of school district policies.
8. Keep school account books balanced and make monthly reports. Must have knowledge of basic record keeping and bookkeeping.
9. Collect, count and record all cafeteria money. Keep records of cafeteria accounts.
10. Make all monthly reports as required by the district office. Limited athletic record keeping.
11. Type 50 or more words a minute and have basic secretarial experience.
12. Regular attendance is an essential function of this position.
14. Additional duties as assigned by Building Administrator or designee.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				x	
11-20 lbs.			x		
21-50 lbs.		x			
51-75 lbs.		x			

76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: No more than 75 lbs.					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				x	
11-20 lbs.			x		
21-50 lbs.		x			
51-75 lbs.	x				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance: No more than 75 lbs.					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			x		
11-20 lbs.				x	
21-50 lbs.			x		
51-75 lbs.		x			
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: No more than 75 lbs.					
Distance: <u>100</u> feet _____ Type of Surface: (i.e. level, carpet, tile): carpet and tile					

ENVIRONMENT (WORK CONDITIONS)
Works Inside 100 ___% of the time
Temperature Extremes: No
Works on or around moving machinery or mechanical parts: No

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				x	
Twist			x		
Crouch/Squat			x		
Kneel			x		
Crawl		x			
Walk-Level Surface					x
Walk-Uneven Surface			x		
Climb Steps			x		
Climb Ladder		x			
Work at Heights		x			
Reach at or Above Shoulder			x		
Reach Below Shoulder			x		
Use of Arms					x

