

KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	School Secretary – Lead 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. Assist with recordkeeping and documentation in an organized system; attendance, discipline and/or medical.
3. Handle receipts of money coming into the office.
4. Maintain building/facility calendar as directed.
5. Arrange for substitutes/coverage; handle all processing of payroll / *AESOP System*.
6. Professionally prepare correspondence, policies, protocols, procedures, handbooks and reports on a computer and circulate as needed.
7. Handle office visitors in a manner requiring the application of considerable knowledge of school district policies.
8. Maintain supply inventory and order when necessary. Responsible for tracking keys issued for building. Assist Booster club with sales and other needs.
9. Prepare expulsion packets as directed.
10. Make all monthly reports as required by the district office.
11. Will be cross-trained in other secretarial roles.
12. Responsible for overall office flow, including students aides, etc.
13. Type 50 or more words a minute and have basic secretarial experience.
14. Regular attendance is an essential function of this position.
15. 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> ft Type of Surface: (i.e. level, carpet, tile): Level					

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
Use of Wrists					x

Use of Hands					x
Grasping/Squeezing				x	
Operate Foot Controls	x				

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting					x	1-1.5	7
Standing					x	.25	.5
Walking				x		5 mins	.25
Change Positions			x				

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

_____ Employee Signature _____ Date
 Print Employee Name

Employer Representative (Immediate Supervisor):

_____ Title _____ Signature _____ Date
 Print Name

Prepared by: Director of Human Resources

In the event of an on the job injury:

<i>For physician to complete:</i>	
Is this job appropriate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Release: _____
If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____	
Physician's Signature _____	Date _____