KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	School Financial Secretary (High School)					
REQUIREMENTS:	Approved for employment through an Oregon REPORTS TO: Building Administrator School based fingerprint screening.						
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 policion						
GENERAL JOB QUALIFICATIONS:	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.						
	Must obtain a CPR and First Aid Training certific regulations. Work within the district's communi aware of the existence and potential exposure t Responsibilities include student safety and secu	cable disease cor o hazardous che	ntrol plan (blood borne pathogens) and be micals as identified on the MSDS sheets.				

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.	х					
> 100 lbs.	х					
Maximum an	nount lifted by v	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.

Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
			x	
		х		
	x			
х	1	~		
Х				100 C
Х	11			
-	x X	Never 1-5%	Never 1-5% 6-33% Image: Constraint of the second	Never 1-5% 6-33% 34-66% 1-5% 6-33% 34-66% X X X X X X X X X

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			x		
11-20 lbs.	10		Ś	х	
21-50 lbs.		-	x		
51-75 lbs.		x			
76-100 lbs.	Х				
> 100 lbs.	Х				
Maximum we	ight of object	pushed/pulled b	y worker: No more t	han 75 lbs.	
Distance: 10	00 feet	Type of Surface:	(i.e. level, carpet, ti	le): carpet and tile	

ENVIRONMENT (WORK CONDITIONS)

Works Inside 100	% of the time
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Temperature Extremes: No

Works on or around moving machinery or mechanical parts: No

OTHER PHYSICAL DEMANDS

Astivity	Never	Seldom	Occasionally	Frequently	Continuously
Activity	Never	1-5%	6-33%	34-66%	67-100%
Bend/Stoop	-			x	
Twist			x		11
Crouch/Squat	100		x	87	10
Kneel			x	1	
Crawl		x			
Walk-Level Surface			_		x
Walk-Uneven			x		
Surface					
Climb Steps			x		
Climb Ladder		х			
Work at Heights		х			
Reach at or Above			x		
Shoulder					
Reach Below			x		
Shoulder					
Use of Arms					x

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

ENDURANCE

DOIWINCE							
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				х			
Standing				х			
Walking			-	x			
Change Positions				x	Ì		

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:

Print Employee Name

Employee Signature

Employer Representative (Immediate Supervisor):

Print Name	Title	Signature	Date
Prepared by: Director of Human Resources	tht	OIH	nfv
In the event of an on the job injury:	IIN		LLL Y
For physician to complete: Is this job appropriate? Yes No	Date of Release:	ISTT	CT
If not released to regular work at this time	e, please provide an "	ANTICIPATED" DATE:	
Physician's Signature	Date	11	

Date