

# KLAMATH COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>TITLE:</b>	<b>School Secretary</b>	
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b> Building Administrator
<b>EDUCATION:</b>	High School Diploma or GED Equivalent	<b>FLSA Status:</b> Non-Exempt
<b>LENGTH OF WORK YEAR:</b>	Hours and days as specified on posting	
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
<b>GENERAL JOB QUALIFICATIONS:</b>	<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. Do all necessary typing, duplication and other office procedures. Initiate and update all student files.
4. Handle office visitors in a manner requiring the application of considerable knowledge of school district policies.
5. Professionally prepare correspondence, policies, protocols, procedures, handbooks and reports on a computer and circulate as needed.
6. Daily attendance calls for absent students.
7. Keep school account books balances and make monthly reports. Collect, count, and record all cafeteria money. Keep records of cafeteria accounts.
8. Be knowledgeable of school policies and procedures and convey them.
9. Make all monthly reports as required by the district office.
10. Initiate and update all confidential student files.
11. Handle all receipts of money coming into the office and keep an accounting of it.
12. Collect, count and record school supply and activity fees as well as keep records of these accounts (elementary).
13. Place orders for supplies and materials.
14. Provide basic first aid for minor student injuries
15. Administer and keep records of student medications
16. Manage charge card accounts (ex: Walmart, home depot and amazon) and District P-Cards.
17. Maintain student records on online student database.
18. Regular attendance is an essential function of this position.
19. Perform other such duties as may be assigned by the school principal 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 <u>100</u> % 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	x				

Surface					
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			
Standing				x			
Walking				x			
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:

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Employer Representative (Immediate Supervisor):**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Prepared by: Director of Human Resources

**In the event of an on the job injury:**

*For physician to complete:*

**Is this job appropriate?**  Yes  No      Date of Release: \_\_\_\_\_

**If not released to regular work at this time, please provide an "ANTICIPATED" DATE:** \_\_\_\_\_

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date