

# New Summit Charter Academy

|                            |                                 |
|----------------------------|---------------------------------|
| <b>Job Title:</b>          | <b>Administrative Secretary</b> |
| <b>Reports to:</b>         | Designated Administrator        |
| <b>Salaried or Hourly:</b> | Hourly                          |
| <b>FSLA Status:</b>        | Non-exempt                      |
| <b>Annual Days:</b>        | 196                             |
| <b>Salary Range:</b>       | \$20.00 - \$23.00 per hour      |

## SUMMARY

The administrative secretary provides administrative/clerical assistance to the assigned departments as needed, and as the building receptionist, provides excellent service to various district patrons.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Provides customer service to all visiting guests, parents, and students. Answers questions politely and appropriately while directing them to the correct office or meeting room.
- Provides support to patrons with directory services (e.g., providing directions within the building, redirecting visitors to appropriate district services, directing phone calls to appropriate departments, and referring to district resources such as the district website).
- Provides general administrative support to assigned departments as directed including supply ordering, p-card requisition and reconciliation, and scheduling rooms for meetings and events.
- Keeps the reception area clean and organized.
- Inventories, orders, and stocks common area supplies (e.g., paper, breakrooms, etc.)
- Receives and sorts all inter-district mail and packages, as well as outside deliveries such as UPS, FedEx, and USPS. Delivers incoming faxes.
- Maintains the photocopiers and fax machines. Provides support for all aspects of the work room areas.
- Distributes emails to appropriate locations and groups as directed.
- Perform other duties as assigned.



## QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position:

### Education and Training

- High School Diploma or equivalent with some courses related to accounting or business.

### Experience

- Two or more years of secretarial experience including some accounting.
- Experience working in a public education setting is preferred.

### Skills and Knowledge

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Basic math and accounting skills.
- Personal computer, keyboarding and word processing skills.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to defuse and manage volatile and stressful situations.
- Ability to work with adolescents.
- Operating knowledge of and experience with various software packages including Microsoft Office and Google Suite.
- Operating knowledge of and experience with general office equipment, including copier, fax machine, postage machine equipment etc.

### Certificates, Licenses, and Registrations

- Criminal background check required for hire.

### Materials and Equipment Operating Knowledge

- No materials or equipment operating knowledge required



## Supervision and Technical Responsibilities

- This position reports to their designated administrator
- This position has no supervisory responsibilities.

## Safety to Self and Others

- Recognizes the importance of safety in the workplace, follows safety rules, practices safe work habits, and reports unsafe conditions to the appropriate administrator.
- No safety equipment is recommended or required.

## OTHER WORK FACTORS

The physical demands, work environment factors, and mental functions described below 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.

### Physical Demands

While performing the duties of this job, the employee is regularly required use hands to finger, handle, or feel; reach with hands and arms; sit; talk and hear. The employee frequently is required walk; and stand. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

### Work Environment

The noise level in the work environment is usually moderate.

### Mental Functions

While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate. Occasionally required to copy and compile.

*New Summit Charter Academy is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.*

---

Employee Signature

Date

