

Job Description

Job Title: Secretary III
Position Code: 4N26, DN26
Job Classification: Non-Exempt

Supervisor: Instructional Supervisor
Pay Grade: 22
Contract Length: 245 Days

Job Summary

Position is responsible for providing clerical support to the staff of Curriculum and Instruction Department.

Essential Duties

1. Transcribes dictation; types letters; proofreads and edits all documents.
2. Answers telephones and prepares documents, memos and reports.
3. Creates databases and performs data entry and records management; maintains accurate files, records and documentation.
4. Operates and maintains all standard office machines such as faxes, telephones, copiers.
5. Orders and checks in supplies and materials.
6. Processes and prepares requisitions, small purchase orders, purchase orders, and check requests.
7. Works with school personnel in verifying distributions and completing payment process for materials ordered for schools.
8. Manages budget accounts for specific education programs.
9. Maintains and tracks a variety of departmental activities and functions.
10. Processes mail and other correspondence.
11. Models nondiscriminatory practices in all activities.
12. Performs other duties as assigned.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Completion of standard high school diploma with completion of business school or some college courses desirable, or equivalent of experience and training that provides the required knowledge, skills and abilities. Thorough knowledge of standard office practices, procedures, equipment and clerical techniques. Knowledge of business English, spelling and math. Must possess excellent computer skills involving Microsoft Word, Excel, and managing the purchasing process and budget accounts. Must possess the ability to understand and follow oral and written instructions. Must possess the ability to edit memos, tests and other instructional documents. Ability to establish and maintain effective working relationships with others using good judgment, tact, and courtesy. Ability to follow complex oral and written instructions, and work independently. Ability to serve as a team member in a collaborative department suite.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds; and to bend, stoop, climb stairs, and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Instructional Supervisor

This job description in no way states or implies that these are the only duties to be performed by this employee. The Secretary III will be required to follow any other instructions and to perform any other related duties as assigned by the Instructional Supervisor or other appropriate administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 12/2020 CR