



## **Rockford Area Schools Job Description**

### **Office Secretary**

#### **General Definition of Work**

Performs intermediate skilled administrative support work assisting in the operation of the school office, maintaining records, and related work as apparent or assigned. Work is performed under the general direction of the Principal.

#### **Qualification Requirements**

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

#### **Essential Functions**

Serves as school liaison to the community, students, parents, staff and administrators via phone, written correspondence, email or daily correspondence; directs inquiries to the appropriate individual.

Compiles, enters and updates daily, seasonal and annual student data; files and maintains cumulative records.

Accepts and receipts fees; completes deposit slips and forwards to the District Office.

Orders and maintains general supplies; serves as copier maintenance contact.

Promotes classes and programs via the district's website, Facebook, email blasts and publications; develops class and program ideas; designs publications; maintains the school's website.

Prepares and maintains calendars and schedules of the facility's rooms and fields.

Provides Health Room and Lunchroom coverage as required.

#### **Knowledge, Skills and Abilities**

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; general knowledge of First Aid; general knowledge of Minnesota State High School League Policies; thorough knowledge of basic financial transactions; general knowledge of special office equipment (marquee) thorough knowledge of standard office equipment, computer hardware and related software to include student database software; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

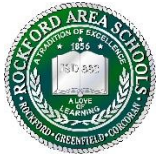
#### **Education and Experience**

High school diploma or GED and minimal experience with office/secretarial work, or equivalent combination of education and experience. Associates/Technical degree preferred.

#### **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires stooping, kneeling, crouching or crawling and occasionally requires standing, walking and lifting; work requires close vision, ability to adjust focus and depth perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic)).

#### **Special Requirements**



## **Rockford Area Schools Job Description**

Infinite Campus - Student Information System Training  
CPR and First Aid Training  
FMX – Facilities Management System Training.