



POSITION SUMMARY: The Secretary Generalist - Central Administration is a position that supports District projects and personnel. This position plays an important role in ensuring that many office secretarial tasks are handled in a timely and professional manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Greet staff, parents, community members, students, and other visitors.
- Answer incoming telephone calls, provide accurate information, direct calls to others, and take messages.
- Provide secretarial support to program personnel as assigned.
- Process paperwork associated with various program functions.
- Maintain records using appropriate District designated software.
- Assist in maintaining departmental budgets and prepare reports associated with budget and financial tracking.

OTHER RESPONSIBILITIES:

- Assist the Coordinator of Office Operations and other secretaries with tasks such as word processing, filing, and making phone calls.
- Process timesheets and absence reports for employees and substitutes.
- Maintain calendars as directed.
- Prepare appropriate communications such as reader board updates, automated call outs, newsletters, e-mails, calls to newspapers, flyers, surveys, digital flyer software, etc. to students, staff and community.
- Ensure that office machines are in working condition.
- Assist in new employee orientation.
- Assist in training and supervision of volunteers.
- Assist with special events such as departmental retreats or training days.

REQUIRED QUALIFICATIONS:

Education and Experience

High school diploma or equivalent
Two (2) years of secretarial experience

ADDITIONAL REQUIREMENTS:

Basic Microsoft WORD and EXCEL
Database management
Positive evaluations

PREFERRED QUALIFICATIONS:

Publishing programs
Student information systems
Online application systems

CONDITIONS OF EMPLOYMENT:

Criminal background clearance
Work scheduled hours on a consistent basis
Valid Washington State Driver's License

JOB DESCRIPTION: Secretary Generalist – Central Administration

KNOWLEDGE OF:

School board policies and procedures
Database management
Modern technology

ABILITY TO:

Organize and perform job responsibilities efficiently and independently without close supervision
Pay strict attention to detail
Speak, read and follow written or verbal communications
Exhibit proper phone etiquette
Practice effective safety and security within individual work routines
Demonstrate basic knowledge of modern technology and willingness and ability to increase knowledge to proficiency
Develop and maintain positive customer relations with staff students, parents, and the public in a multicultural and multiracial community.
Remain flexible; able to cope with frequent interruptions as part of a daily routine, multi-task and shift priorities to meet required deadlines
Work collaboratively with District staff and promote teamwork with co-workers
Practice ethical and professional standards of conduct including the requirements of confidentiality
Abide by Federal Way Public Schools' Policies and Procedures
Perform the essential functions of the job with or without reasonable accommodations

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.
Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.
Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "Each Scholar: A Voice. A Dream. A Bright Future."
Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

PHYSICAL DEMANDS: 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will constantly sit, stand and walk, bend neck and back, use hands for repetitive grasping and pushing/pulling. The employee is frequently required to squat, kneel, use hands for fine manipulation, knee stand and push/pull. The employee will occasionally be required to climb stairs/ladder, lift and reach overhead, crawl, and lift/carry. The employee must constantly lift/carry up to 5 pounds and must frequently lift /carry up to 10 pounds. The employee will occasionally lift/carry a maximum of 20 lbs. The employee is occasionally required to push/pull a maximum weight of 100 pounds.

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.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The position constantly deals with frequent interruptions, demanding deadlines, and occasionally deals with angry and distraught employees and community members.

JOB DESCRIPTION: Secretary Generalist – Central Administration

WORK SCHEDULE

This position typically works 8 hours per day, Monday through Friday, 260 days per year.

REPORTING RELATIONSHIP

This position reports to, and is evaluated by the department director or designee. This position may receive some direction and setting of priorities from the Office Manager.

REPRESENTATION

Federal Way Education Association – Education Support Professionals (FWEA-ESP)

LEVEL OF COMPENSATION

Level 3 on the FWEA-ESP Salary Schedule

CLASSIFICATION HISTORY

Update 9/1/01

Update with physical demand/working conditions 5/2015

FWEA-ESP review 7/2015

Updated with cultural competency language 9/2016

DISCLAIMER

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*