



**FEDERAL WAY
PUBLIC SCHOOLS**

Each Scholar: A voice. A dream. A **BRIGHT** future.

Position Description

SECRETARY II

POSITION SUMMARY:

A Secretary II provides secretarial and administrative support for departmental administrators, frequently at the director level. The individual in this position is required to have a thorough knowledge of District, State and Federal regulations that pertain to their specific department. This position will interact with other department administrators, principals, teachers and parents on a regular basis. He/she will also maintain departmental budgets and have responsibility for preparing reports associated with these budgets. The individual in this position will be required to exercise independent decision-making abilities and make decisions within parameters established with department administrators.

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.

- Provide secretarial services to the departmental administrator(s), including, but not limited to, word processing routine correspondence, confidential evaluations, student suspension and discipline information, and screening and handling incoming telephone calls.
- Provide support for financial functions of program budget(s), including grants and any other special funding available to the program. This position will be responsible for monitoring budget status, including salaries, and ensuring that expenditures are kept within budgeted amounts.
- Prepare purchase orders, timesheets, reimbursements, and other documents related to the financial function.
- Collect data for and prepare required District, State, and/or Federal reports.
- Prepare posting and hiring paperwork for certificated and classified staff. This includes preparation, tracking and adjustments of human resource and/or payroll records.
- Manage program database, including, but not limited to, data collection, data input, sorting data, and preparation of reports.

OTHER RESPONSIBILITIES:

- Greet students, staff, parents, community members, and other visitors upon their entrance to the department. Answer incoming telephone calls, provide accurate information, direct calls to others, and take messages.
- Maintain administrator(s) calendars and schedule appointments, meetings, etc.
- Assist the Coordinator of Office Operations and other secretarial staff with tasks such as word processing, database management, and filing.
- Prepare appropriate communications such as newsletters, e-mails, calls to newspapers, flyers, surveys, etc. to students, staff, and community.
- May periodically supervise students who, for a variety of reasons, are visiting the department or office area.

The preceding list of responsibilities is not exhaustive and may be supplemented as necessary.

REQUIRED QUALIFICATIONS:

Education and Experience

High school graduation or equivalent and a minimum of one year of secretarial and/or administrative experience.

ADDITIONAL REQUIREMENTS:

Work scheduled hours on a consistent basis

Proficiency with Microsoft Word and Microsoft Excel.

PREFERRED QUALIFICATIONS:

JOB DESCRIPTION: SECRETARY II

Basic knowledge of the Integrated Fund Accounting System (IFAS), and willingness and ability to increase knowledge.

CONDITION OF EMPLOYMENT:

Criminal background clearance
Valid Washington State Driver's License

KNOWLEDGE OF:

School board policies and procedures
Microsoft Word and Excel
Database Management
District, State, and Federal guidelines that may be applicable to some funding sources

ABILITY TO:

Resolve routine problems and make decisions within established parameters.
Organize and perform job responsibilities efficiently and independently without close supervision and able to pay strict attention to detail
Speak, read and follow written or verbal communications
Practice effective safety and security within individual work routines
Develop and maintain positive customer relations with staff, students, parents, and service providers
Work collaboratively with District staff and promote teamwork with co-workers
Practice ethical and professional standards of conduct including the requirements of confidentiality
Relate effectively with parents, staff, students and the public in a multicultural and multiracial community
Gain proficiency with the District's Integrated Accounting System
Gain proficiency with the District's Student Information System
Organize and perform job responsibilities efficiently and independently without close supervision and able to pay strict attention to detail
Demonstrate proficiency using an e-mail system and willingness and ability to reach a high level of proficiency with the District's current e-mail system
Operate a variety of modern office equipment including microcomputers and related software
Exhibit proper telephone etiquette
Remain flexible; able to cope with frequent interruptions as part of a daily routine, to multi-task and shift priorities to meet required deadlines
Cope with and assist angry or distraught students, parents, and other community members
Abide by Federal Way Public Schools' Policies and Procedures
Perform job responsibilities 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 regularly stand and walk, bend neck and back, use hands for repetitive grasping and pushing/pulling. The employee may occasionally be required to squat, kneel, and use hands for fine manipulation. The employee will constantly be required to sit for extended periods of time and use a computer screen and keyboard, and 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, students and community members.

JOB DESCRIPTION: SECRETARY II

WORK SCHEDULE

This position typically works 8 hours per day, Monday through Friday, 217 days per year.

REPORTING RELATIONSHIP

This position reports to, and is evaluated an appropriate departmental administrator. This position receives some direction and setting of priorities from the Coordinator of Office Operations.

REPRESENTATION

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

LEVEL OF COMPENSATION

Level 4 on the FWEA-ESP salary schedule.

CLASSIFICATION HISTORY

Update 07/2015

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.*