City of Middletown, Connecticut
Position Description

Title: School Secretary III
Department: Board of Education
           Athletics, Health Activities
           and Physical Education
Date: May 2018  466 Salary Grade 7

Purpose of Position
The purpose of this position is to perform secretarial/administrative functions in support of the Director of Athletics, Student Activities, Health and to oversee the operations of the office. The work is performed under the direction of The Director.

Essential Duties and Responsibilities
The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Greets, screens, assists and directs callers; provides information; answers questions; refers callers to appropriate personnel; takes and relays messages. Answers and responds to intercom inquiries and requests.
- Prepares, types, transcribes and composes reports, documents and correspondences such as expense reports for each sports team, rosters, schedules and transportation for teams and clubs. Types and processes evaluations; assists in preparing various state reports.
- Maintains, tracks and updates records, files, databases and spreadsheets; maintains personnel records database; Maintains athletic records for athletes, coaching certifications, directories, eligibility rosters and academic probation list. Maintains and updates handbooks.
- Maintains Department calendar, meetings and appointments; facility rentals, events, games. Schedules coaches evaluations, workers for athletic events and buses for all activities. Assists in scheduling and tracking substitute teachers.
- Performs bookkeeping functions; processes purchase orders; develops spreadsheets for accounts; tracks and logs orders; processes timecards, mileage and payment requests including stipends and Booster Club funds.
- Assists with the preparation of the budget including Athletic Fund; compiles information.
- Acts as recording secretary for meetings; prepares agendas and meeting materials; takes, prepares and distributes minutes.
- Assists in coordinating coaches conferences and other special events such as sports and activities banquets and awards. Assists with and conducts special projects as assigned.
• May register and process new students and coaches applications and certifications and employment information.

• Processes mail for school staff.

• Performs other related functions as assigned or required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent with vocational/technical training in Secretarial Science or Business with three years of progressively responsible secretarial/administrative experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

**Language Ability and Interpersonal Communication**

• Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

• Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.

• Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as records, reports, spreadsheets, budgets, invoices, handbooks, evaluations, booklets, procedures, guidelines and non-routine correspondence.

• Requires the ability to communicate orally and in writing with the Principal, other secretaries and school officials, teachers, students, parents, the media and the public.

**Mathematical Ability**

• Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, algebra and geometry.

**Physical Requirements**

• Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.

• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

**Environmental Adaptability**

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.