

**MACKAY SCHOOL DISTRICT**  
**Classified Job Description**  
**ELEMENTARY SECRETARY**

**Definition**

Under general supervision, to serve as an aide to assigned administrators; to perform complex secretarial and difficult clerical work, which includes registration and/or attendance; and to do related work as required.

**Work Schedule**

7:15 am – 4:00 pm (early start time to handle bus dispatching, lunch allotment is 45 minutes to compensate) 10 months/year. Sick leave 10 days. Personal leave 3 days with no annual carry over.

**Example of Duties**

- Serve as an aide to assigned administrators;
- Perform a variety of difficult clerical work, including typing, proofreading, filing, checking and recording information; schedules appointments and serves as office assistant to assigned administrators;
- Maintain complex records; reconcile accounts for the audit
- Responsible for various functions involved in the efficient registration of students:
- Maintain student records and transcripts;
- Maintain student attendance records and prepares enrollment reports;
- Prepare, submit and edit information pertaining to data processing;
- Compose and answer routine letters and work from marginal notes and instructions;
- Answer questions concerning activities, reports, tests and cards;
- Screen phone calls and visitors;
- Respond to and initiates inquiries;
- Prepare financial reports;
- Type statistical reports and complex schedules;
- Operate a variety of office machines;
- Supervise student workers or other clerical staff;
- May work in a variety of locations;
- Take and transcribe dictation;
- Operate word processor and computer to produce various attendance and state reports, class lists, schedules and various other reports; and
- Responsible for electronic reading and tabulation of various reports.
- Other duties as prescribed by the Building Principal and or Superintendent.

**Desirable Qualifications**

***Knowledge of:***

- Correct English usage, spelling, grammar, punctuation, and composition:

- Standard office organization, procedures and practices;
- Filing systems and record keeping;
- Laws and regulations of the Education Code and District pertaining to the registration of students and/or attendance;
- Methods used in preparing reports on computer;
- Concepts of word processing.

*Ability to:*

- Perform a variety of difficult clerical work involving use of independent judgment and requiring accuracy and speed;
- Operate standard office equipment;
- Make complex arithmetical calculations with accuracy and speed;
- Post, check records, file and alphabetize rapidly and accurately;
- Read, understand and explain technical policies and material;
- Work efficiently under pressure with constant interruptions;
- Coordinate work with other clerical workers;
- Understand, carry out and give oral and written directions;
- Maintain cooperative working relationships with those contacted in the course of work;

**Please understand there are no contractual rights to this position. All classified positions with Mackay School District #182 are at-will positions and your employment may be terminated at any time, without cause.**

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_