

## **Hobbs Municipal Schools Job Description**

**Position:** Freshman High School Secretary

**Supervisor:** Principal

**General Job Description:** To ensure the smooth and efficient operation of the school office and to assist the students, staff, principal, parents, and visitors in their respective daily needs so as to contribute positive support to the education of students. To maintain accurate maintenance of student attendance records and class records.

**Qualifications:**

1. High school graduate or GED.
2. Experience as a secretary or equivalent work.
3. Secretarial skills including basic office procedures, computer function and operation, and the ability to type 50 WPM.
4. Highly motivated, a self-starter, and excellent people skills.
5. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
6. Must be able to pass employment verification.

**Essential Duties and Responsibilities:**

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Follow district policies and administrative rules and regulations.
4. Maintain behavior appropriate to performing and accomplishing assigned duties.
5. Engage in self-development.
6. Follow district policies and administrative rules and regulations.
7. Know what to do to successfully complete assigned work.
8. Project an over-all concern for personal appearance as it relates to job performance.
9. Contribute to the welfare and effectiveness of the office by adhering to high ethical standards of performance and interpersonal relationships.
10. Maintain confidentiality.
11. Demonstrate ability to multitask.
12. Act as a receptionist for the school. Greets and directs all visitors or callers to an appropriate individual.
13. Issue visitor pass to any visitor on school grounds.
14. Complete and forward telephone messages.
15. Check students in and out of school during the school day with proper procedures.
16. Accept and distribute mail and other correspondence.
17. Provide assistance to parents and students as necessary. Provide and assist with enrollment forms, withdrawal forms and transfer of student information as necessary.
18. Compile, file and/or input accurate student attendance reports, lunch count, staff attendance and other school records. Research discrepancies and input corrections. Compile and balance 20 day reports.
19. Assimilate supply requests and dispense school supplies. Order and inventory text books, complete appropriate forms and files. Calculate, assess and receive fines.
20. Perform bookkeeping functions for the school. Disburse funds, record financial transactions, and audit and balances student organization and other school fund accounts.
21. Compose or transcribe from rough draft, correspondence, bulletins, memorandums, and other material.
22. Monitor access to student folders.
23. Complete all filing, typing, word processing, photo copying, and correspondence for the school office on district forms when applicable.
24. Maintain all office files.
25. Process bus transportation requests.
26. Assist substitutes with appropriate paperwork and questions.
27. Process and complete requisitions and purchase orders. This includes processing requisitions and purchase orders, receiving purchase orders and forwarding all invoices to accounts payable.

28. Assist with and process leave requests as needed.
29. Assist with the student registration process, including, but not limited to setting up student files, entering schedules, distributing schedules, updating schedules, etc.
30. Process students who enter and withdraw, along with sending, receiving and maintaining records.
31. Maintain accurate records of all out of zone children and assist with the necessary paperwork.
32. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

**Safety and Health Requirements:**

Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.