



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Middle School Secretary
Payroll/Personnel Type:	11 Month
Reports to:	School Principal

Position Summary:

The Middle School Secretary performs duties required to provide secretarial support to middle school staff.

Essential Functions:

- Compose or transcribe from rough draft, correspondence, bulletins, memorandums and other material, using computer and word processing software
- Compile and file student grade and attendance reports and other school records
- Greet visitors to school; determine nature of business, and direct visitor to destination
- Answer phone to provide information, take message, or transfer calls to appropriate official
- Assist students encountering problem and resolve problem or direct student to other worker
- Distribute lunch tickets to students
- Review lunch applications
- Receive and respond to a variety of inquiries by telephone or correspondence
- Operate copy machine to make copies of correspondence or other documents
- Perform routine mathematical computations following specific instructions or procedures
- Receive, open, sort and distribute mail to appropriate sections; deliver oral and written messages as instructed
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to utilize electronic mail, word processing, report generation software, and spreadsheet packages or graphics packages to produce detailed reports
- Proficient in basic mathematics and secretarial skills, including business English, spelling, and punctuation
- Ability to establish and maintain effective working relationships with co-workers, school staff members and the general public
- Able to function under extreme pressure and tight timelines
- Ability to analyze, interpret, and utilizes data and software programs to achieve optimal efficiency
- Knowledge of modern automated office procedures, practices, and personal computer software packages, their capabilities and limitations

Experience:

- One-year job related experience in order to gain sufficient knowledge to perform the requirements of the position

Education:

- High School Diploma or Equivalent (required)
- Broad specialized training equal to two years of college



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Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee		Date
Immediate Supervisor	Date	

Human Resources	Date
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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.