



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

Position Title:	Secretary I
Payroll/Personnel Type:	11 and 12 Month
Reports to:	Director/Principal

Position Summary:

This is a difficult and varied clerical and secretarial position which involves performing general office duties. Employees in this class perform a variety of difficult clerical and secretarial work requiring independent action and judgment based on knowledge gained through experience, training and education; although decisions are generally limited by established policies and procedures. Supervision may be exercised over subordinate clerical personnel. While the ability to take and transcribe oral dictation or use a dictating machine is normally required, demand for this skill may vary considerably among positions in this class. Revisions in procedures, policies and new assignments are received in general outline and employees are expected to proceed with minimum supervision, although advice and assistance are normally available. Work is reviewed by an administrative superior for adherence to established policies and results achieved through observation and reviewed for completeness.

Essential Functions:

- Take and transcribe oral dictation or use a dictating machine; also, compose correspondence
- Interview callers, answering varied inquiries personally and explaining basic policies and procedures; receive and screen telephone calls and schedule appointments for a superior; arrange for travel reservations, conferences, and process confidential matters
- Maintain a large and relatively complex filing system; review various reports and forms for accuracy and completeness
- Prepare and process fiscal and staff documents and requisition supplies
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Considerable knowledge of office practices, procedures and equipment
- Considerable knowledge of business English, spelling, punctuation, mathematics and possession of a good vocabulary
- Some knowledge of the principles and practices of office management
- Ability to accurately take and transcribe oral dictation at a good rate of speed or use a dictating machine
- Ability to maintain large and relatively complex records and files to prepare reports and answer questions from such records
- Ability to explain policies and procedures and rules and regulations, and to make work decisions in accordance with such standards
- Ability to compute and tabulate mathematics accurately and with reasonable speed
- Ability to handle confidential material satisfactorily
- Ability to establish and maintain effective working relationships with associates, students and the general public
- Skill in typing with accuracy and speed



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Experience:

- Minimum two year's experience in responsible office or other clerical work; or
- Any equivalent combination of training and experience

Education:

- High School Diploma or Equivalent (required)

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
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Human Resources Date

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.