

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Jr. High Principal's Secretary

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**EXEMPT:** No  
**SALARY LEVEL:** Per Classified Policy – Classified Clerical  
**LOCATION:** Lincoln Junior High School  
**REPORTS TO:** Junior High Principal  
**LENGTH OF WORK:** 8:00 a.m. to 4:30 p.m. – 5 days/week

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**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Must type letters, requisitions, weekly and special bulletins, programs, work orders, rental forms, etc.
2. Process all accident and insurance forms.
3. Receive and transfer all telephone calls.
4. Process all incoming and outgoing mail.
5. Act as the office receptionist.
6. Schedule students as to rooms, teachers, and book rental, etc.
7. Help collect all book rentals, break down accounts, and transfer monies to the school treasurer.
8. Assign lockers.
9. Prepare certified and non-certified payrolls.
10. Sell varsity football/basketball season tickets and weekly home game tickets.
11. Type confidential ratings or evaluations of a personal nature affecting certified and non-certified personnel.
12. Type documents for the principal pertaining to certified and non-certified negotiations. This includes access to all budgets and job-related salaries of personnel of Lincoln Junior High School.
13. Maintain student folders and control them under the Privacy Act Regulation.
14. Process incoming and outgoing confidential mail to students and teachers in an orderly and controlled manner.
15. Prepare awards at end of year.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises all assistant secretaries in school building. The position of the secretary to the principal of Lincoln Junior High School is supervisory in nature and may assign duties to other secretaries and clerical staff in the building. This person must have the ability to coordinate the secretarial work in the office.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Business college training; or background in bookkeeping, filing, typing, and shorthand; or combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license - operator permit

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of school employees or parents.

**MATHEMATICAL SKILL:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

Must be proficient in the use of computers for various office applications. Ability to type accurately at a minimum speed of 50 words per minute. Employee should also be able to use the machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work, i.e., adding machine, duplicating machine, copy machine, calculator, sorting machines, tools, charts, forms, ledgers, schedules, text books. Employee must maintain a positive relationship with other staff, parents, and students.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The work environment is mainly indoors other than routine errands.

**TERMS OF EMPLOYMENT:**

Twelve (12) months per year. Salary and benefits as per Classified Policy.

**EVALUATION:**

An evaluation will be done on the employee's performance after the first thirty (30) days and then on an annual basis.

*Revised 05-21-99*