

East Valley School District #361

Classified Job Description #501



Job Title: Secretary/Bookkeeper

Department: Secretarial/Clerical

Reports To: Building/Department Administrator

Unit Classification: Public School Employees of Washington (PSE)

Position Summary:

Under the direction and supervision of the building principal or designee, this position will answer inquiries and provide information to the general public, customers, visitors, and employees regarding services provided by the district. The top priority of the secretary is to ensure the smooth, accurate, and efficient operation of the assigned location.

Essential Functions, Duties and Responsibilities (all Secretarial positions):

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Operate telephone switchboard to answer, screen, forward calls, and take messages.
- Respond to all clientele in a cordial, courteous, and professional manner.
- Greet all persons entering the establishment, determine the nature of visit, and direct or escort them to specific destinations.
- Facilitate communication among district staff, students, parents, and the general public.
- Create reports and files using district software programs including end of year reports, state audits, and statistical information as requested.
- Process daily attendance including verification of excuses and unexcused student absences.
- Generate truancy letters and manage truancy paperwork.
- Schedule appointments and use of meeting spaces.
- Arrange travel, housing accommodations, meals, and registration for district-related travel.
- Create and manage purchase orders and other building purchasing activity.
- Prepare and transmit building communication including letters, bulletins, and memos.
- Submit monthly enrollment reports.
- Collect and transmit monthly payroll reports and forms for regular and substitute staff.
- Collect and deposit money.
- Monitor staff absences and fill vacancies using district absence software.
- Collect and submit monthly staff timesheets to payroll.
- Administer first aid and dispense medication as required.
- Provide typing, word processing, spreadsheet, graphics, and database work that will support the work of district staff and building secretaries.
- Ensure that emergency plans and safety procedures are organized and available in the event of a school emergency.
- Serves as a central point of contact during emergency situations.
- Receive, sort, post, route, and organize mail, packages, and deliveries.
- Exercise sound judgment.
- Execute clerical skills including, filing, proofreading, grammar, spelling, punctuation, and letter formatting.
- Use multi-tasking skills to manage a variety of tasks at once.
- Successfully complete state and district required training.
- Uphold school district policies, rules, regulations, and laws.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Use multiple communication systems (email, computers, radios, etc.).
- Inspect facilities for safety and maintenance, reporting concerns as needed.
- Maintain regular attendance and work hours.
- Professionally interact with colleagues, members of the public, and students.
- Be neat, clean, and dress appropriately.
- Perform special assignments and other duties as assigned or required.

HS Registrar (additional functions):

- Manage student enrollment processes and paperwork.
- Arrange interviews for new students with the appropriate administrator and/or counselor.
- Manage student transcript files including sending copies, assigning student numbers, tracking, and ensuring grade accuracy.
- Manage student withdrawal records and process.
- Maintain accurate class rank and scholarship information.
- Manage choice applications, running start students, and honors awards.
- Maintain senior graduation information and order diplomas.
- Assist in all student schedules.

HS Attendance (additional functions):

- Maintain student attendance files including printing and distributing daily attendance rosters, input daily student attendance information, and collecting absence notes from students.
- Communicate with parents/guardians regarding student attendance.
- Create and input truancy discipline referrals.
- Manage student accident reports.
- Maintain awareness of high absentee students and communicate with counseling.

Maintenance/Custodial (additional functions):

- Maintain and track licenses and expiration dates.
- Monitor the security of the maintenance facility.
- Monitor gas/diesel usage, track district vehicle mileage, and schedule vehicle maintenance.
- Manage tool inventory and maintain control of tool room equipment.
- Use GPS tracking software to locate district vehicles.
- Manage inspection paperwork.
- Manage department budget and reconcile credit card statements.
- Maintain database for all equipment.
- Manage and assign work orders in the absence of the director.
- Track safety committee meeting minutes, safety drills, inspections, and permits.
- Administer certified security, updating proximity cards and FOBs and key tracking.
- Manage software for water and utility use.
- Work with outside vendors and contractors.

Working Conditions:

Physical Demands: This list of essential physical demands is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following demands:

- Maintain the ability to stand, reach, lift, bend, kneel, stoop, climb, push, pull, and lift.
- Required to stand and walk, use hands and fingers to handle or feel objects, and be able to hear or talk to others.
- Work in adverse weather conditions.
- Work quickly and accurately in a fast-paced environment.
- Be able to lift 50lbs or 30% of body weight unassisted (whichever is less).

Work Environment: The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by students, student bodily fluids, and aggressive behavior. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Preferred Knowledge, Skills, and Abilities:

- Skills in secretarial and office management strongly preferred.
- Ability to operate software programs such as Microsoft Excel, Microsoft Word, and Google products.
- Ability to communicate effectively with others.
- Knowledge of federal, state, and local laws; district and departmental policies and procedures; safe work practices; methods and use of materials; tools and equipment used in related trades.
- Knowledge of district-adopted software, including email communication.
- Ability to establish and support an environment that promotes cultural competence and equitable treatment of all staff, students, and community members.

Minimum Requirements:

- High school diploma, GED, or equivalent (documentation required at time of application).
- Minimum age of 18 years old.
- Valid First Aid and CPR card (or ability to obtain upon hire).
- Successful WSP and FBI Fingerprint Clearance (fingerprints taken after hire and during initial onboarding).
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act.
- Completion of online workplace training within thirty (30) calendar days of hire.

Continuing Education and Training (to be maintained after hire through continued employment):

- Valid First Aid and CPR card (paid training provided by district).
- Additional training as required/directed.

Evaluation:

This position shall be evaluated periodically by the building/department administrator or designee pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions, essential physical demands, skills, knowledge, and abilities.

East Valley School District does not discriminate in any programs or activities based on sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination; Title IX Compliance Coordinator: Jane Stencel, Phone: (509) 924-1830, stencelj@evsd.org; ADA/Civil Rights Compliance Coordinator: Jane Stencel, Phone: (509) 924-1830, stencelj@evsd.org; Section 504 Coordinator: Heather Prosser, Phone: (509) 924-1830, prosserh@evsd.org; Gender-Inclusive Schools Coordinator: Mandi Rehn, Phone: (509) 924-1830, rehn@evsd.org, 3830 N. Sullivan Rd, Bldg. 1, Spokane Valley, WA 99216.

Description History:

Job description developed: June 2015 lds

Job description revised: February 2025 lme