

JOB TITLE: Secretary for Health Services

STATUS: Non-Exempt

REPORTS TO: Chief Nursing Officer

TERMS: 240 Days

DEPARTMENT: Accountability & Compliance

PAY RATE: C04

Primary Purpose:

To facilitate the accomplishment of district and campus goals by providing paraprofessional support to the Chief Nursing Officer and the Accountability and Compliance Department.

Qualifications:

Education/Certification:

High school diploma or above

Special Knowledge/Skills:

Highly organized and attentive to details

Advanced bookkeeping skills required

Effective oral and written communication

Ability to focus, organize, and prioritize work with careful attention to anticipating upcoming meetings and projects

Ability to compile data, prepare reports, organize complex projects, coordinate a variety of tasks, and meet critical deadlines

Proficient, accurate word processing, database, and spreadsheets skills utilizing Microsoft applications.

Ability to communicate and work effectively with district staff, parents, and community

Ability to follow complex written and verbal instructions with minimal supervision

Ability to work in a team setting toward the accomplishment of shared goals

Ability to adapt quickly to new tasks, procedures, and computer software

Ability to maintain high level of confidentiality

Ability to work well under pressure and maintain focus with frequent interruptions

Experience with Lawson and Skyward is preferred

Experience:

Three (3) years of advanced secretarial experience preferably in the public school setting

MAJOR RESPONSIBILITIES AND DUTIES:

1. Provide general secretarial duties for Chief Nursing Officer, and assist with all aspects of health service programs.
2. Assist with local and grant budget preparation and management, provide accurate monthly reconciliations, adhere to grant compliance requirements and effectively maintain and produce required records as needed.
3. Carry out purchasing and contract procurement duties with precision and efficiency.

4. Accurately compile, design, and edit spreadsheets, budgets, calendars, and statistical reports. Submit reports to outside agencies as required.
5. Assist with venue and technology set up, produce/compile materials, and facilitate catering for meetings, staff development, and district-wide projects. Maintain meeting minutes as directed.
6. Assist district staff, parents, media, campuses, business community, and state/county agencies with professionalism.
7. Answer telephones, screen and direct calls; receive and direct visitors.
8. Maintain department files and process incoming correspondence.
9. Maintain department records in compliance with district Records Management program.
10. Make travel arrangements as necessary.
11. Organize special projects and perform other duties as assigned by the Chief Nursing Officer and Associate Superintendent for Accountability and Compliance.

EQUIPMENT USED:

Computers, copy machine, printer, fax machine, telephone, scanner and calculator

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); concentration, interpretive skills, multi-tasking, coordinating, compiling, and maintaining emotional control under stress; ability to meet critical deadlines

Physical Demands/Environmental Factors:

Frequent interruptions, prolonged sitting and repetitive hand motions working with computer/typewriter, calculator and telephone interaction

I have read and understand the responsibilities and duties required for this position as outlined above.

Printed Name

Signature

Date