

**East Haven Public Schools**  
**JOB DESCRIPTION**

**HIGH SCHOOL SECRETARY II - Main Office and Discipline**  
**12 MONTH POSITION**  
**LABOR GRADE 10**

**General Statement of Duties:**

General secretarial and office management responsibilities relative to drafting correspondence, documents, transcriptions, typing, filing and record maintenance.

**Supervision Received:**

Works under the direction of the Administrators in the office.

**Supervision Exercised:**

May supervise other employees as assigned.

**Examples of Duties:**

Performs a wide variety of general secretarial and clerical work such as: Typing, filing, filling out and preparing forms; operates office machines; keeps confidential files of students; extracts data from school records. Acts as receptionist; schedules appointments between administrators and parents; types confidential reports, letters, forms and memos. Copies students records to be mailed to parents; keeps records of excessive absences and sends notification; keeps records of students lockers and combinations. Assists with budget for Coordinator. Responsible for office files including confidential records, electric typewriter, duplicating machine, copying machine, calculator and other business machines. Contacts other agencies such as police, social worker, fire. Understands departmental needs and can assign problems, handle correspondence or answer questions intelligently. Assumes responsibility for assigned duties, which may be of a confidential nature; deals with the public in a cooperative, effective and courteous manner; performs other administrative duties as assigned by the Administrators; employee in this position must be able to act with considerable latitude in the exercise of personal judgment. Performs other related duties as required.

**Minimum Qualifications - Knowledge, Skill and Ability:**

Ability to follow written and oral instructions; ability in mathematical computations; ability to prepare reports; good typing ability; ability to operate office machines; must be computer-literate; ability to plan and devise office procedures and to supervise or perform clerical operations; ability to make decisions independently in accordance with rules, procedures and policies. Ability to devise and maintain complex records, to assemble and organize data and to prepare reports from such material. Ability to establish effective working relationships with others and to deal effectively with the public.

**Experience and Training:**

Graduate from High School or equivalent with a business course background and three (3) years of secretarial experience. Preferred experience in the school system or related work with children preferred. Any equivalent combination of education and experience.

**This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.**

**East Haven is an equal opportunity employer. Females, minorities, handicapped and veterans are encouraged to apply.**

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