

**JOB DESCRIPTION**  
**Nogales Unified School District #1**

**SECRETARY TO ELEMENTARY PRINCIPAL**

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**Purpose Statement:**

The job of SECRETARY TO ELEMENTARY PRINCIPAL is done for the purpose/s of providing secretarial support to assigned personnel; communicating information to staff, the public, and other districts; orienting personnel to their job requirements; ensuring compliance with financial, legal and administrative requirements; and providing information and/or direction as may be requested.

This job reports to ELEMENTARY PRINCIPAL

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**Essential Functions**

- Coordinates a variety of programs and activities (e.g. meetings, site in-service day activities, workshops, ceremonies, dances, luncheons, field trips, etc.) for the purpose of delivering services in conformance to established guidelines.
- Monitors assigned district activities and/or program components (e.g. budget, requisitions, kronos, subfinder) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Performs record keeping (confidential and non-confidential) and general and program specific clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting assigned administrator and/or site with necessary materials.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Researches a wide variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information for addressing a variety of administrative requirements.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions.

**Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Evaluates situations (e.g. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains inventories of supplies and materials for the purpose of ensuring items availability.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment  
preparing and maintaining accurate records  
record keeping  
using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: business telephone etiquette

computer operation/skills  
concepts of grammar and punctuation  
excel software program  
office methods and procedures  
standard office software

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities

maintaining confidentiality  
meeting deadlines and schedules  
working with detailed information/data  
working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

### **Required Testing**

None specified

### **Certificates & Licenses**

None Required

### **Continuing Educ. / Training**

None specified

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

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### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**

Classified 7

Job description available upon request