

**Lakewood School  
Twin Lakes School District #4**

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**Job Title:** Secretary / Clerical  
**Department:** Business Office  
**Reports to:** Business Director

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**Position Summary:** Executes routine secretarial assignments, written or composed correspondence, performs a variety of general secretarial and clerical duties; communicates with the public, as well as support and certified staff; and does related work as required. Assures smooth and efficient operation of the business office so that the office's maximum positive impact on the education of the students of the district can be realized.

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**EDUCATION AND EXPERIENCE**

1. High school diploma or equivalent, associate degree or tech college preferred
2. Must be 18 years of age
3. Must be neat and clean at all times
4. Possess a demonstrated degree of proficiency in computers and typing
5. Working knowledge of basic office procedures and the operation of common office equipment and machines
6. Previous experience as an executive or head secretary
7. Ability and desire to get along with people
8. Ability to follow oral and written instruction of the administrative office
9. Display a loyalty to the Board of Education and Administration
10. Keep matters of confidentiality confidential
11. Possess organizational skills
12. Such alternatives to the above qualifications as the Board of Education and/or Administration may find appropriate and acceptable
13. Must have or be willing to pursue first aid / CPR certification

**PERFORMANCE FUNCTIONS:**

1. Type letters, memoranda, reports, etc., handwritten or other sources
2. Meet the public and provide general information and deal effectively with a variety of personalities and situations regarding judgment and poise
3. Organize and maintain files and records, answer telephone calls pertaining to the business office
4. Participates in monitoring district supplies and initiates re-orders as needed
5. Collects, tabulates, and prepares for deposit of all funds received for activity and general accounts
6. Preps for accounts receivable
7. Preps for requisitions and purchase orders
8. Assists the Business Director with budgeting process as required
9. Participates in annual audit as necessary

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The responsibilities listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all-inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the job. The individuals currently holding this position perform additional duties, and additional duties may be assigned. This job description does not create an employment contract between the District and the employee and is subject to change by the District as the need of the District and the School change over time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Wages, Hours and Working Conditions:** Secretarial / Clerical staff wages, hours and work schedules will be determined by the Secretarial Salary schedule.

**Evaluations:** Evaluations will be completed yearly.