



## David Douglas School District #40

### Classified Job Description

#### **SECRETARY III - SPECIAL PROJECTS SECRETARY**

Schedule: 12 months per year  
Class: 14

#### **POSITION PURPOSE**

To perform secretarial, clerical, and support services for the Special Projects office.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Provides support to the District's Communication Director
- Assist in development of district calendar and other District publications including writing and editing as requested
- Provide and manage content on District website and social media outlets, including District Facebook page
- Answer telephone calls, receive visitors and answer inquiries or refer to appropriate person
- Clerical functions include recording use of various leaves within the department and tracking budget expenditures for the department
- Type correspondence and reports and maintain department files and records
- Maintain records regarding graphic arts/production projects
- Maintain database for Key Communicators, David Douglas Education Foundation, alumni and other groups
- Provide special event coordination and/or support (i.e. Education Foundation auction, Shu-Te sister city visit, etc.)
- Provide some clerical support for David Douglas Education Foundation, David Douglas Historical Society and other groups as appropriate.
- Monitor the budget for Special Projects Department, as needed
- Fill-in for District Office receptionist for breaks or as needed.
- Perform other duties, as assigned

#### **QUALIFICATIONS**

- High School diploma or equivalent
- Strong communication and language skills including composition, punctuation, spelling and correct usage
- Skill in computer operation, keyboarding, and use of computer programs (IBM and Macintosh formats) involving word processing, spreadsheet, and database. Specifically should be proficient with Word, Excel and web management systems, i.e. Drupal and Wordpress; use of telephone, calculator, fax, copier and other office equipment
- Exceptional organization skills with ability to set up and maintain an efficient filing system
- Ability to understand and follow instructions with limited supervision
- Knowledge of office practices and procedures and the organization and function of the District's departments and schools
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing

#### **ESSENTIAL PHYSICAL REQUIREMENTS**

Light to moderate degree of physical stamina, with occasional lifting of up to 50 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.