



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Department Secretary (Records & Risk Management)** FLSA Status: **Non-Exempt**
 Job Family: **Support Services Administrative** Pay Range: **SS35H**
 Prepared/Revised Date: **August 6, 2018** Job Code: **506D2**

SUMMARY: Responsible for providing a variety of administrative duties and support to the Records & Risk Management Departments. Coordinate, prepare, maintain, and organize department files, documents and reports. Arrange meetings, schedule, calendar, and travel for staff; prepare and monitor department budget or grants; and respond to questions from other staff and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Provide administrative and clerical support to department director and other staff including, but not limited to, answering and routing calls, and responding to questions from other staff and the public; arrange meetings, manage calendars and schedules for staff, and arrange travel; prepare and distribute memos, notices, minutes, forms, agendas, and other correspondence; update and maintain department web pages.	D	15%
2. Compile, organize, analyze complex data and prepare reports for including but not limited to, unemployment quarterly reports; bi-weekly check registers, permit renewal and surcharge and other workers' compensation reports; monitoring reports from Synergy to ensure the integrity of the data in Synergy and student cumulative files, special education shredding report and other records related reports.	D	25%
3. Create and maintain filing and record keeping systems.	D	15%
4. Assist with insurance renewal, create and distribute routine field trip packets, track certificates of insurance, process certificate request from staff with insurance provider and/or broker; process straight-forward vehicle and property claims; coordinate random drug screens; assist in obtaining quotes to comply with purchasing policies, guidelines and procedures.	D	15%
5. Initiate and complete Finance, Human Resources and Payroll paperwork. Prepare, monitor, and reconcile department budgets, process restricted checks, perform budget entries, and run financial reports. Process purchase orders, warehouse orders and ordering of supplies and equipment.	W	20%
6. Work on special projects as needed.	M	5%
7. Perform other duties as assigned.	Ongoing	5%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent, plus specialized technical courses in data processing, accounting, bookkeeping, business administration or related field required
- Two to three years of related experience required; experience working in an administrative support role in a department or organization preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire



TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Publisher, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit				x
Use hands to finger, handle or feed			x	
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds		x		



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		x		
Analyze		x		
Communicate				x
Copy			x	
Coordinate		x		
Instruct		x		
Compute			x	
Synthesize		x		
Evaluate		x		
Interpersonal Skills				x
Compile			x	
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	x
Moderate	
Loud	
Very Loud	