

**Delton Kellogg Schools  
Delton, Michigan**

**Internal/External Posting**

<b>POSITION TITLE:</b> Sub Secretary	<b>DATE:</b> 11/13/2020
<b>DEPARTMENT:</b> Support Staff	
<b>REPORTS TO:</b> Building Administrator	
<b>PREPARED BY:</b> Superintendent	
<b>APPROVED BY:</b> School Board	

**SUMMARY:**

Provides secretarial support for office activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Serve as the building receptionist, greet guests and directing phone calls to appropriate personnel.  
Provide secretarial support for building activities  
Types correspondence, letters and memos, forms, etc  
Provide secretarial support to Building Administrator  
Assist other secretaries as needed  
Uses software to update handbooks, certificates, newsletters and bulletins  
Other duties as assigned by the Building Administrator or his/her designee.

**SUPERVISORY RESPONSIBILITIES:**

None

***QUALIFICATION REQUIREMENTS:*** *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.*

**EDUCATION and/or EXPERIENCE:**

- High School Diploma. College level business/secretarial coursework preferred.
- Knowledge of basic accounting helpful.
- Strong background in computer software applications.
- An effective team player who enjoys interacting with others.
- Positive and pleasant in midst of stressful situations.
- Detail oriented person.
- Proficient in keyboarding, spelling, punctuation, grammar and oral communication.
- Such alternative to the above qualifications as the Board may find appropriate and acceptable.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.  
Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Able to demonstrate ability to operate a Personal Computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

***PHYSICAL DEMANDS:** The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 25 pounds.

***WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.

This person will wear clothing in accordance with building policy.

**Reports To:** Building Administrator

**Salary Range:** Base Rate

**Deadline:** Until filled

The final candidate for this position will be required to furnish Delton Kellogg Schools (at your cost) with a current Michigan State Police and FBI criminal records check prior to our recommendation to hire.

Interested applicants should submit a resume and letter of interest to:

Delton Kellogg Central Administrative Office  
carol.hersha@dkschools.org  
327 N. Grove Street  
Delton, MI 49046

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*