

TITLE: Secretary

DATE: February 17,2000

DEPARTMENT: Hannahville Indian School

DIVISION: Administrator/Superintendent's Office

POSITION SUMMARY: Responsible to the office the administrator. Performs a variety of routine clerical work to support the Hannahville Indian School. Confidentiality is essential.

SUPERVISION RECEIVED: Works directly under the Principal and Administrator/Superintendent and indirectly for all other Tribal administrative positions.

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES & RESPONSIBILITIES:

Performs receptionist duties, receive and direct telephone calls, takes accurate written message.

Requisition supplies, maintains various office files, and operates office machines, such as duplicating and fax machines.

Takes all school board meeting minutes. Confidentiality is vital

Is responsible for the breakfast and lunch count. Collecting all monies and track staff accounts, working closely with the Financial Manager to ensure accuracy.

Pickup and distribution of all mail/ incoming and outgoing.

Contacts substitute teachers as needed.

PERIPHERAL DUTIES: Other related duties as assigned.

DESIRED QUALIFICATIONS: H.S. diploma or equivalent. Experience with general office practices.

SKILLS and ABILITIES: Ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, students and the general public.

TOOLS AND EQUIPMENT USED: Telephone, switchboard, personal computer, copy and FAX machines.

PHYSICAL DEMANDS: The physical demands described here are representative to those that must 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.

WORK ENVIRONMENT: The work is performed in an office type setting located in a school. The noise level is usually moderately quiet, pleasant and comfortable with little or no exposure to injury or other health hazards.

SELECTION GUIDELINES: Completed employment application and resume, if desired, rating of education and experience; oral interview and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job change.

Signature _____
Employee

Date _____

Signature _____
Principal

Date _____

Signature _____
Administrator

Date _____