



**POSITION SUMMARY:** The Secretary Generalist - Central Administration is a position that supports District projects and personnel. This position plays an important role in ensuring that many office secretarial tasks are handled in a timely and professional manner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Greet staff, parents, community members, students, and other visitors.
- Answer incoming telephone calls, provide accurate information, direct calls to others, and take messages.
- Provide secretarial support to program personnel as assigned.
- Process paperwork associated with various program functions.
- Maintain records using appropriate District designated software.
- Process timesheets and absence reports for employees and substitutes.
- Maintain calendars as directed.
- Prepare appropriate communications such as reader board updates, automated call outs, newsletters, e-mails, calls to newspapers, flyers, surveys, digital flyer software, etc. to students, staff and community.
- Ensure that office machines are in working condition.

**OTHER RESPONSIBILITIES:**

- Assist in maintaining departmental budgets and prepare reports associated with budget and financial tracking.
- Assist the Coordinator of Office Operations and other secretaries with tasks such as word processing, filing, and making phone calls.
- Assist in new employee orientation.
- Assist in training and supervision of volunteers.
- Assist with special events such as departmental retreats or training days.
- Multilingual staff member may be asked to translate within their scope of work.

**REQUIRED QUALIFICATIONS:**

**Education and Experience**

High school diploma or equivalent  
One (1) year of secretarial experience

**ADDITIONAL REQUIREMENTS:**

Basic Microsoft WORD and EXCEL  
Database management  
Positive evaluations

**PREFERRED QUALIFICATIONS:**

Publishing programs  
Student information systems  
Online application systems

**CONDITIONS OF EMPLOYMENT:**

Criminal background clearance  
Valid Washington State Driver's License

## JOB DESCRIPTION: Secretary Generalist – Central Administration

Work scheduled hours on a consistent basis

### **KNOWLEDGE OF:**

School board policies and procedures

Microsoft WORD and EXCEL

Database management

Modern technology

### **ABILITY TO:**

Organize and perform job responsibilities efficiently and independently without close supervision and able to pay strict attention to detail

Perform safety responsibilities while under pressure.

Demonstrate basic knowledge of modern technology and willingness and ability to increase knowledge to proficiency

Speak, read and follow written or verbal communications: able to proofread

Exhibit proper telephone etiquette

Practice effective safety and security within individual work routines

Remain flexible; able to cope with frequent interruptions as part of a daily routine, to multi-task and shift priorities to meet required deadlines

Develop and maintain positive customer relations with staff, students, parents, and the public in a multicultural and multiracial community

Cope with and assist angry or distraught students, parents, and other community members

Work collaboratively with District staff and promote teamwork with co-workers

Practice ethical and professional standards of conduct including the requirements of confidentiality

Abide by Federal Way Public Schools' Policies and Procedures

Perform the essential functions of the job with or without reasonable accommodations

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:**

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.

Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.

Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "Each Scholar: A Voice. A Dream. A Bright Future."

Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

**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 will regularly stand and walk, bend neck and back, use hands for repetitive grasping and pushing/pulling. The employee will frequently be required to sit for extended periods of time and use a computer screen and keyboard. The employee may occasionally be required to squat, kneel, and use hands for fine manipulation, climb stairs/ladder, lift and reach overhead, and lift/carry. The employee must regularly lift/carry up to 5 pounds and must frequently lift /carry up to 15 pounds. The employee will occasionally lift/carry a maximum of 25 lbs. The employee is occasionally required to push/pull a maximum weight of 200 pounds.

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

## JOB DESCRIPTION: Secretary Generalist – Central Administration

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The position constantly deals with frequent interruptions, demanding deadlines, and occasionally deals with angry and distraught employees, students and community members.

### **WORK SCHEDULE**

This position typically works \_\_\_ hours per day, Monday through Friday, \_\_\_ days per year.

### **REPORTING RELATIONSHIP**

This position reports to and is evaluated by the Department Director or designee. This position may receive some direction and setting of priorities from the Office Manager.

### **REPRESENTATION**

Federal Way Education Association – Education Support Professionals (FWEA-ESP)

### **LEVEL OF COMPENSATION**

Level 4 on the FWEA-ESP Salary Schedule

### **CLASSIFICATION HISTORY**

Update 9/1/01

Update with physical demand/working conditions 5/2015

FWEA-ESP review 7/2015

Updated with cultural competency language 9/2016

Updated FWEA-ESP job review 11/2019

### **DISCLAIMER**

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*