

**PENINSULA SCHOOL DISTRICT**  
**Job Description**

**SECRETARY**

**Location: Athletics - High School**

**JOB SUMMARY:**

This position provides secretarial support to the Athletic Director. Responsibilities include maintaining records for activities and athletics, arranging for transportation to events, scheduling facility use by district and community individuals, and performing a variety of other secretarial duties.

**DUTIES AND RESPONSIBILITIES:**

1. Types and files correspondence concerning athletic and other activities; prepares and mails rosters, schedules, and maps to officials, schools, and the news media. Orders athletic letters, certificates, pins, and other items for athletic awards banquets.
2. Monitors student eligibility for athletics; alerts athletic director if student grade point average falls below standard.
3. Arranges for athletic event officials; communicates with coaches and athletic directors to schedule, reschedule or confirm athletic events. Arranges for ticket takers, timers, scorekeepers, and supervision for home athletic events each season.
4. Coordinates printing of the master athletic calendar; maintains monthly activity calendar; keeps daily athletic event calendar current with changes and additions.
5. Answers the telephone; provides information concerning activities or routes caller to appropriate staff member; takes messages.
6. Fills out transportation requests for athletic events and field trips; makes changes in scheduled transportation as needed, rents vans and buses as needed when district transportation is not available; maintains record of transportation costs.
7. Supplies field trip forms to staff and ensures that they follow procedures; supplies parental permission forms; compiles and distributes lists of students participating in field trips and maintains field trip records.
8. Schedules use of facilities by staff and community groups; maintains schedule of building use; informs custodian, staff, news media, and other individuals of events. Distributes facilities use schedules. Communicates with community colleges and other outside individuals; composes correspondence as necessary.
9. Types correspondence, forms, reports, and memoranda on word processing equipment from handwritten drafts; proofreads, edits, duplicates, and distributes typewritten copy.
11. Performs related duties as assigned.

**REPORTING RELATIONSHIPS:**

Reports to Athletic Director.

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**WORKING CONDITIONS:**

Office environment; experiences frequent interruptions; expected to meet inflexible deadlines. Requires visual concentration on detail, dexterity, and precision.

**AFFILIATION:** PSE-Clerical

**FLSA:** Covered

**MINIMUM QUALIFICATIONS:**

**Education and Experience**

High school graduation or equivalent with training in secretarial procedures and three years of secretarial experience, including maintaining detailed records and contact with the public.

**Allowable Substitution**

Advanced technical training in secretarial procedures may substitute on a month-for-month basis for up to one year of the required experience.

**Knowledge, Skills, and Abilities**

Knowledge of secretarial practices and procedures.  
Knowledge of correct grammar, spelling, and English usage.  
Keyboarding skill at 60 words per minute.  
Skill in operating a variety of office machines.  
Effective written and oral communication skills.  
Ability to operate word processing equipment.  
Ability to learn the operation of a microcomputer.  
Ability to transcribe machine dictation.  
Ability to set up and maintain an accurate filing system.  
Ability to attend to detail and follow tasks through to completion.  
Ability to organize and set priorities.  
Ability to work effectively under pressure.  
Ability to maintain confidentiality.  
Ability to remain flexible to changes in schedules and priorities.  
Ability to establish and maintain effective working relationships with students, staff, and the general public.

**Licenses/Requirements**

Must complete training in first aid and CPR as required by the District.