

Research, compile, and provide information from a variety of sources; communicate with other agencies or departments to provide or obtain information. **E**

Transmit confidential or sensitive information as appropriate; maintain confidentiality of information and records. **E**

Disseminate information to administration, staff, parents, and organizations that increase effective practices and communication; interpret and apply rules and regulations as appropriate; and resolve issues; schedule meetings, conferences, workshops, and appointments; maintain calendar; arrange travel accommodations. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database; may operate a scanner; operate standard office equipment. **E**

Monitor and maintain office or program budgets according to established guidelines; order supplies and materials as assigned, and maintain inventory; lift light objects. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and four years of secretarial experience including one year in an educational environment.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

- Keyboarding55 Correct WPM
- Word.....80% Overall Score
- Excel.....80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Communicate effectively in English, both orally and in writing.