

# NORTHERN CHEYENNE TRIBAL SCHOOL JOB ADVERTISEMENT

**POSITION:** School Secretary

**WORKSTATION:** High School

**SUPERVISOR:** K-12 Principal

**RATE OF PAY:** DOE

**OPENING DATE:** July 9, 2024 **CLOSING DATE:** July 23, 2024

**How to Apply:** Submit completed NCTS certified application, current Resume', Three (3) letters of recommendation (dated within one year) along with official transcripts to Northern Cheyenne Tribal School, Human Resources, Box 150, Busby Mt. 59016

***\*\* Incomplete Applications will not be considered\*\****

***\*\* Pre-Employment Drug Tests & Background checks are required\*\****

## **DEFINITION**

Under general supervision of K-12 Principal, to perform a variety of typing, records maintenance and general secretarial work of moderate difficulty in school or district offices. To serve as an assistant to assigned administrator and to perform related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs a wide variety of clerical and secretarial work, including typing, proofreading, filing, checking and recording information.
- Ensures that all student enrollment/record data is obtained, application process is followed, and Individual Student Equalization Program information is obtained and placed in student records.
- Independently or in accordance with general instruction, composes on a wide range of subjects, requiring knowledge of procedures and policies of the assigned area.
- Serves as receptionist and gives information or directs visitors and parents to appropriate offices.
- Answers inquiries concerning standardized policies, procedures, and regulations.

- Communicates with a wide variety of staff and community members.
- Types a variety of materials from brief verbal or written instructions.
- Makes appointments for administrator and screens callers and correspondence.
- Completes bus passes
- Assist with transportation information

## **QUALIFICATIONS GUIDE**

### **Knowledge of:**

- Correct English usage, spelling, grammar and punctuation.
- Strong written and verbal communication skills.
- Current technology, software applications (including Microsoft), office methods, procedures and equipment, including receptionist and telephone techniques.
- District policies, rules and regulations applicable to the local school or department.
- Numerical, alphabetical and subject matter filing systems.
- Graphic and web design preferable.

### **Ability to:**

- Perform a variety of secretarial work involving use of independent judgment with accuracy and speed.
- Relate well to a variety of individuals including students, parents and staff.
- Proficiently operate standard office equipment.
- Perform clerical work without continuous supervision.
- Understand and carry out oral and written instructions.
- Maintain cooperative-working relationships with those contacted in the course of work.
- Type at a net corrected speed of 55 words per minute.
- Maintain respectful approach and relationship with students, parents, faculty, staff, and administrators.
- Trained in Excel, Word and computer software

### **Training and Experience:**

Two years of courses in typing and office practices preferred. Two years of experience in typing and secretarial work preferably including experience in a public school setting, or any other combination of training and experience that could likely provide the desired knowledge and abilities.

### **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.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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 or stand for long periods of time. The employee must occasionally lift and/or move up to 10 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.