

Secretary EAS & ESY School Summer School

Posting for: EAS Elementary, Middle & ESY School Summer School Secretary

Dates: Registration/Preparation: (*Anticipated* the week of June X, 202X) Dates TBD – 8 to 10 hours total, from 8:00am – 1:30pm

Summer Session

16 days: July X, 202X to August X, 202X (Monday-Thursday)

20 days: July X, 202X to August X, 202X (Monday-Friday)

An additional day may be required

Need to be assessed by the Summer School Program Coordinator

Summer Session Work Hours: 8:00 AM – 1:00 PM

Job Description:

- Types correspondence from rough draft and personally composes routine replies.
- Maintains records of pupils' names and addresses including registration.
- Performs as receptionist, typist and does all clerical work involved.
- Proofreads typewritten and printed materials.
- Cross indexes and files documents and correspondence alphabetically, numerically or by other classification.
- Answers telephone and gives general information in response to public or official queries.
- Operates standard office machines and appliances incidental to clerical assignments
- Perform any and all related duties to the efficient operation of the summer school office

Qualifications:

- Must be detail oriented
- Must be well versed in Microsoft Word and Microsoft Excel.
- Knowledge of Google Docs and Sheets or willingness learn required.
- Excellent communication, interpersonal and telephone skills.
- Excellent filing skills.

Salary: Current salary of individual

Working Conditions, Physical and Mental Requirements

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)	FREQUENTLY (F)	CONSTANTLY (C)
0 % of Shift	1-33% of Shift	34-66% of Shift	67-100% of Shift

Working Conditions	N	O	F	C	Working Conditions	N	O	F	C
Physical Demands					Depth Perception		X		
Standing		X			Color Distinction		X		
Walking		X			Peripheral Vision		X		
Sitting			X		Driving		X		
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)		X		
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions				
Kneeling		X			Cold (50 degrees F or less)	X			
Crouching		X			Heat (90 degrees F or more)	X			
Crawling		X			Temperature Changes		X		
Reaching		X			Wetness	X			
Handling		X			Humidity	X			
Grasping		X			Extreme Noise or Vibration		X		
Twisting		X			Exposure to Chemicals	X			
Feeling			X		Exposure to Gases and Fumes	X			
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids		X		
Repetitive Motion			X		Exposure to dampness	X			
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area	X			
Visual Acuity/Near			X		Mechanical Hazards	X			
Visual Acuity/Far			X		Physical danger or abuse		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

Waterbury Public Schools is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the District when necessary.