



Little Rock School District

JOB DESCRIPTION

Position Title: Student Hearing Secretary

Prepared Date: 01/12/2022

JOB GOAL:

Schedules appointments, gives information to callers, and otherwise relieves officials of clerical work and minor administrative and business detail by performing the essential duties.

TERMS OF EMPLOYMENT:

Ten (10) month (203 days) contract, Pay 752 Grade 06, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Bachelor's degree is required. Master's from college or university preferred.
2. Five (5) years' experience in public or private sector in secretarial or office management areas.
3. Demonstrated proficiency in use of standard office equipment, copier, facsimile machines and calculators.
4. Advanced computer skills, demonstrated knowledge of work processing and data processing skills.
5. Demonstrated competency in standard office administration programs such as Microsoft programs, including Word, Excel, PowerPoint and Access, as well as other microcomputer applications.
6. Evidence of strong skills in meeting and dealing with the public in a manner that will promote a positive image of the Little Rock School District.
7. Evidence of strong commitment to quality integrated education.
8. Strong interpersonal skills.
9. Evidence of strong organizational skills.
10. Evidence of strong oral and written communication skills.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Serves as principle assistant to the Student Hearing Officer preparing correspondence, screening telephone calls, maintaining calendars, and setting up electronic based meeting/conferences.
2. Responsible for the preparation, maintenance and submission of personnel time and attendance reports. Prepares weekly Salaried Employees Absence Log and payroll documents. Also responsible for submitting supplemental payroll to the Business Office according to the Supplemental Payroll Schedule. Must ensure accuracy of all records and reports submitted.



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3. Maintains administrative files as required.
4. Prepares original correspondence and distributes to employees as delegated and identified by the Student Hearing Officer.
5. Performs research assignments and prepares reports as needed.
6. Assists in preparation of quarterly, semester, and annual reports.
7. Receives general information concerning the program to the public.
8. Orders and maintains an orderly and efficient filing and retrieval system.
9. Orders and maintains sufficient supplies to carry out program functions.
10. Oversees general office administration to include, but not limited to, appointments, correspondence routing and distribution of administrative matters.
11. Assists in the Student Registration Office when the Student Hearing Office is closed.
12. Performs other duties as may be assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.