JOB DESCRIPTION

SECRETARY TO THE STAFF ASSISTANT AND COMPUTER OPERATOR

12 MONTHS

This secretary is responsible to the Staff Assistant or her designee.

This person's responsibilities are:

1. Handles all computer related duties such as:

    a. Does backup every day.

    b. Assists with payroll and accounts data input.

    c. In case of system crash, will bring system up.

    d. Enters all data for students in regard to registration and scheduling.

    e. Maintains system operation at basic level in absence of Staff Assistant.

    f. Calls for service on:

        1. CPU
        2. Software
        3. Terminals
        4. Modems and multiplexors
        5. Data Channels

2. Responsible for attendance recordkeeping and reporting such as:

    a. Handles all aspects of elementary and middle computer attendance system and coordinates same with Wayne School District.

    b. Does monthly and yearly state attendance registers.

3. Handles secretarial tasks for Staff Assistant such as:

    a. Typing all purchase orders which are computer related.

    b. Coordinates and types school calendar.

4. Assumes responsibilities for other duties assigned by Staff Assistant.

Dated:
June 27, 1983