

FREMONT SCHOOL DISTRICT  
JOB DESCRIPTION

POSITION TITLE: Recording Secretary to the School Board

CONTRACT TYPE: Part Time Administrative - No benefits

JOB GOAL: To accurately record the work of the Fremont School Board

**QUALIFICATIONS:**

1. High School Diploma
2. Skilled at computerized word processing
3. Is able to attend all regularly scheduled Fremont School Board meetings

**REPORTS TO:** The Chairperson of the Fremont School Board

**PERFORMANCE RESPONSIBILITIES:**

1. Record and/or transcribe the meetings of the Fremont School Board for both public and non-public sessions and submit to the SAU within 72 hours of each meeting
2. Follow District procedure for the handing of non-public minutes
3. Maintain complete trustworthiness with confidential information
4. Performing other duties as assigned

**PHYSICAL ACTIVITY REQUIREMENTS**

Primary Physical Requirements:

- |                                  |                       |
|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.:           | Frequently required   |
| 2. Lift 11 to 25 lbs.:           | Occasionally required |
| 3. Lift 25 to 50 lbs.:           | Occasionally required |
| 4. Lift over 50 lbs.:            | Not required          |
| 5. Carry up to 10 lbs:           | Frequently required   |
| 6. Carry 11 to 25 lbs:           | Occasionally required |
| 7. Carry 26 to 50 lbs:           | Occasionally required |
| 8. Carry over 50 lbs:            | Rarely required       |
| 9. Reach above shoulder height:  | Occasionally required |
| 10. Reach at shoulder height:    | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull:                   | Rarely required       |

Hand Manipulation:

- |                            |  |
|----------------------------|--|
| 1. Grasping:               | Occasionally required                      |
| 2. Handling:               | Occasionally required                      |
| 3. Torquing:               | Occasionally required                      |
| 4. Fingering:              | Frequently required                        |
| 5. Controls and Equipment: | Computer, telephone, copy and FAX machines |

Other Physical Consideration:

- |              |                 |
|--------------|-----------------|
| 1. Twisting: | Rarely required |
|--------------|-----------------|

- 2. Bending: Rarely required
- 3. Crawling: Rarely required
- 4. Squatting: Rarely required
- 5. Kneeling: Rarely required
- 6. Crouching: Rarely required
- 7. Climbing: Rarely required
- 8. Balancing: Rarely required

Work Surface(s):

Varies: carpeting, linoleum, tile, etc.

During the Work Day, Employee is Required to:

	Consecutive Hours	Total Hours
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

- 1. Talking: Necessary for communicating with others.
- 2. Hearing: Necessary for receiving instructions and queries.
- 3. Sight: Necessary for doing job effectively and correctly.
- 4. Tasting and Smelling: Not required.

Specific Vocational Preparation Requirements:

- 1. Short demonstration only \_\_\_\_\_
- 2. Any beyond short demonstration up to and including 30 days \_\_\_\_\_
- 3. 30-90 days \_\_\_\_\_
- 4. 91-180 days \_\_\_\_\_
- 5. 181 days to 1 year \_\_\_\_\_
- 6. 1 to 2 years \_\_\_\_\_
- 7. 2 to 4 years \_\_\_\_\_
- 8. 4 to 10 years \_\_\_\_\_            X
- 9. Over 10 years \_\_\_\_\_

Other Training, Skills and Experience Requirements:

Computer skills, knowledge of computer networks, knowledge of computer hardware and software, knowledge of curriculum and grant-writing skills.

### **PHYSICAL ACTIVITY REQUIREMENTS**

**Primary Physical Requirements:**

- 1. Lift up to 10 lbs.: Occasionally required
- 2. Lift 11 to 25 lbs.: Occasionally required
- 3. Lift 25 to 50 lbs.: Rarely required
- 4. Lift over 50 lbs.: Not required
- 5. Carry up to 10 lbs.: Occasionally required
- 6. Carry 11 to 25 lbs.: Occasionally required
- 7. Carry 26 to 50 lbs.: Not required

- |                                  |                       |
|----------------------------------|-----------------------|
| 8. Carry over 50 lbs:            | Not required          |
| 9. Reach above shoulder height:  | Occasionally required |
| 10. Reach at shoulder height:    | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull:                   | Not required          |

**Hand Manipulation:**

- |                            |  |
|----------------------------|--|
| 1. Grasping:               | Occasionally required                      |
| 2. Handling:               | Occasionally required                      |
| 3. Torquing:               | Not required                               |
| 4. Fingering:              | frequently required                        |
| 5. Controls and Equipment: | Computer, telephone, copy and FAX machines |

**Other Physical Consideration:**

- |               |                       |
|---------------|-----------------------|
| 1. Twisting:  | Not required          |
| 2. Bending:   | Occasionally required |
| 3. Crawling:  | Not required          |
| 4. Squatting: | Occasionally required |
| 5. Kneeling:  | Not required          |
| 6. Crouching: | Occasionally required |
| 7. Climbing:  | Occasionally required |
| 8. Balancing: | Not required          |

**Work Surface (s):**

Standard office desk and chair. Carpeted and tile floors.

**During the Work Day, Employee is Required to:**

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

**Cognitive and Sensory Requirement(s):**

- |                          |  |           |
|--------------------------|--|-----------|
| 1. Talking:              | Necessary for communicating with others.           | 2.        |
| Hearing:                 | Necessary for receiving instructions and queries.  | 3. Sight: |
|                          | Necessary for doing job effectively and correctly. |           |
| 4. Tasting and Smelling: | Not required.                                      |           |

**Specific Vocational Preparation Requirements:**

- |   |       |
|---|-------|
| 1. Short demonstration only                                   | _____ |
| 2. Any beyond short demonstration up to and including 30 days | _____ |
| 3. 30-90 days   | _____ |
| 4. 91-180 days  | _____ |
| 5. 181 days to 1 year   | _____ |

- 6. 1 to 2 years
- 8. 2 to 4 years
- 8. 4 to 10 years
- 9. Over 10 years

    
  X    
    
  

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, students and parents.

**Summary of Occupational Exposures:**

May be exposed to cleaning fluids and copier toner.

**Other Considerations and Requirements:**

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of the is job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.