

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Administrative Secretary

EMPLOYEE CATEGORY: 6/Educational Support Personnel

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Five (5) years of verified full-time secretarial experience; **or** satisfactory completion of an Office Management Vocational Program **or** Associate's Degree with concentration in Office Management courses.
3. Able to word process between 40-60 words per minute.
4. Demonstrate mastery of secretarial skills, which may include but is not limited to, office application software, basic e-mail processes, proofreading, keypad operation, machine transcription, dictation, composition skills, basic computer operations and Internet knowledge.
5. Satisfactory or higher performance ratings in current or most recent portfolios.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible secretarial and assigned administrative duties to support the Principal or Director. Broad knowledge of the organization, operation and goals of the workplace. Good oral and written communication skills. Effective use of business math. Knowledge and use of computer software, office equipment, office practices and procedures. Ability to read and apply knowledge of organizational rules, regulations, procedures, functions and personnel, to compose effective and accurate correspondence and to deal with non-routine matters with a minimum of instruction. Ability to exercise independent judgment in assigned duties and deal effectively with school and District personnel and the public. Ability to keep records and reference files, to assemble and organize data and to prepare composite reports from such data. Ability to promote a harmonious atmosphere and smooth flow of business. Ability to maintain confidentiality. Ability to establish and maintain positive working relationships with others.

REPORTS TO: Principal or Executive Director

JOB GOAL

To perform a variety of secretarial, clerical and delegated administrative duties requiring considerable knowledge of the responsibilities and jurisdiction of the assigned school or department.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery – General

1. Perform clerical duties required by activities and functions of the workplace, including preparing and sending correspondence, receiving and routing incoming / outgoing mail and courier, setting up and maintaining files, handling personnel records and requests, preparing, processing and submitting required agenda items, applications, reports, forms, grants, records, minutes, guides, manuals and other assigned projects.

3-2a

2. Greet visitors and direct them to appropriate areas.

3. Prepare materials for dissemination to school, District staff, parents and community.
4. Oversee operation and maintenance of office equipment, reporting malfunctions for necessary repairs.
5. Maintain and/or process all files in an alphabetical or chronological system
6. Obtain, assemble and organize pertinent data into usable form for local state and federal audits.
7. Perform financial duties required by the activities and functions of the workplace, including initiating and processing requisitions, assisting in preparation and maintenance of budget and other assigned projects.
8. Make arrangements for meetings and conferences.
9. Provide miscellaneous clerical services for various boards and committees on which designated supervisors serve.
10. Perform additional duties specific to the department / program.

The following services are specific to the position title:

Service Deliver – Principal’s Secretary

11. Keep attendance records and teacher registers.
12. Order and document receipt of classroom, health, physical education and library supplies.
13. Call substitute teachers.
14. Assist in maintaining cumulative folders, psychological referrals and census cards.
15. Perform assigned bookkeeping duties.
16. Follow School Board policies during the Principal’s absence.
17. Input and update student records and internal accounts.

Service Delivery – Assistant Superintendent/Director’s Secretary

18. Maintain daily appointment calendar for Director, scheduling appointments and meetings and noting deadlines.
19. Make travel arrangements and prepare itineraries.
20. Develop materials for use for presentations, conferences and workshops.
21. Compile background data and information on issues and/or topics as requested.
22. Prepare department materials for School Board meetings.
23. Provide technical assistance to schools and other departments.
24. Manage the office in the absence of the Director as assigned and in accordance with approved procedures.

Inter / Intra-agency Communication and Delivery

18. Sort and distribute mail and other memoranda.
19. Assist public by answering routine questions, scheduling appointments and completing forms.
20. Answer the telephone in a courteous and professional manner.
21. Answer inquiries about the department / program, forwarding to the appropriate personnel when necessary.
22. Communicate effectively with the public, co-workers and administration.
23. Respond to inquiries and concerns in a timely manner.
24. Keep supervisor informed of potential problems or unusual events.

3-2b

Employee Qualities / Responsibilities

25. Demonstrate initiative in the performance of assigned responsibilities.
26. Model and maintain high ethical standards.
27. Follow attendance, punctuality and proper dress rules.
28. Maintain confidentiality.
29. Maintain positive relationships with co-workers, school personnel, parents and administration.
30. Participate in workshops and training sessions to keep up-to-date and enhance skills and knowledge.

System Support

31. Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other personnel as directed by the supervisor or required by School Board policy.
32. Perform data entry as necessary.
33. Prepare all required reports and maintain all appropriate records.
34. Follow all School Board policies and school policies and procedures.
35. Exhibit the interpersonal skills necessary as an effective team member.
36. Demonstrate support for the School District and its goals and priorities.
37. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS: Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT: 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Hours of employment shall be those established by the District.

EVALUATION: Annually by the designated administrator

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: 48