

## WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

**TITLE:** Secretary

**EMPLOYEE CATEGORY:** 6/Educational Support Personnel

### **QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Must type and/or word process between 30-50 words per minute.
- (3) Demonstrate mastery of secretarial skills, which may include, but is not limited to, office application software, typing, proofreading, using a numeric keypad, taking machine transcription and/or dictation, writing, basic computer operations and Internet knowledge.
- (4) Satisfactory performance in current or most recent position.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to perform responsible secretarial duties. 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 absorb 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 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:** Assigned Administrator

### **JOB GOAL**

To facilitate the smooth, orderly and efficient operation of the workplace by performing both specialized and routine secretarial assignments.

**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.

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2. Greet visitors and direct them to appropriate areas.
3. Prepare materials for dissemination to schools, District staff, parents and the 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 stated task:**

**Service Delivery, Attendance Clerk**

1. Maintain records of student absences on the automated student data system.
2. Print and distribute attendance reports making necessary corrections in a timely manner.
3. Assist with filing and maintenance of records to back-up data entered on automated system.
4. Communicate information about student absences as direct by School Board Policy and Administrative Staff.
5. Sign students in and out of school and issue admits to returning students; maintain logs of these activities.

**Service Delivery, Bookkeeper**

1. Perform bookkeeping functions of internal accounts, school budget, accounts payable and petty cash.
2. Prepare, process and follow-up on all purchase orders as authorized.
3. Receive and distribute merchandise resulting from purchase orders.
4. Receive and disburse monies from various accounts within the school's internal accounts and maintain appropriate documentation.
5. Prepare, process and record all bank deposits and withdrawals.
6. Prepare appropriate materials and items for athletic events and/or other school activities as required.
7. Prepare and submit budget adjustments and amendments as needed.
8. Complete other office duties as assigned.

**Service Delivery: Food Service**

1. Maintain food service records.
2. Generate automated reports, inventories, price quotations, school and district orders.
3. Assist with receipt and distribution of all food service supplies.

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4. Maintain central warehouse inventories.
5. Handle compilation of delivery shortages and reordering of supplies.
6. Provide miscellaneous services for committees and associations that the administrator is affiliated with.
7. Assist with the investigation of errors and/or complaints.
8. Type and distribute correspondence, perform data entry.
9. Perform financial duties required by the activities and functions of the department which may include but is not limited to; balancing food service checks against deposits and expenditures, balancing commodity receipts/distributions, verifying school deposits, processing invoices.
10. Assist the Director with required reports and perform additional duties specific to the department/program as designated.

#### **Service Delivery, School Secretary**

1. Assist in record maintenance and storage for audit and other purposes.
2. Obtain and maintain data through the student and staff database.
3. Order and document receipt of obsolete materials and supplies.
4. Assist in obtaining substitute teachers, as directed.
5. Assist in maintaining cumulative folders, psychological referrals and census cards.
6. Perform assigned bookkeeping duties.
7. Follow School Board policies and school rules.
8. Maintain confidentiality of reports and information.
9. Support maintenance of the internal accounts as directed.

#### **Service Delivery, Secretary / Registrar**

1. Register and withdraw students manually.
2. Input assigned student demographic records in computer.
3. Notify teachers of new student transfer grades.
4. Maintain and file cumulative records, including cumulative folders, transcripts, test scores, personal history records and report cards.
5. Assist in maintaining exceptional student education records.
6. Prepare and disseminate incomplete grade lists to teachers throughout the year and make grade changes when requested.
7. Request homework assignments for students who are absent for extended periods.
8. Prepare transcripts.
9. Assist in verifying student grade placement.

#### **Service Delivery, Secretary / Transportation**

1. Prepare and process field trip assignments.
2. Inventory parts.
3. Meet the requirements for a school bus driver as prescribed in Florida Statutes 6A.3.01 41 and be able to drive a school bus as directed by supervisor.
4. To assist the Coordinator as needed in the preparation of all bus routes and schedules and to review them periodically in order to revise when changes are necessary.
5. To assist the Coordinator as needed in administering a recruiting program for critical need positions within the department.
6. Work directly with county and city agencies to maintain Versa Trans map.

### **Inter / Intra-agency Communication and Delivery**

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

### **Employee Qualities / Responsibilities**

8. Demonstrate initiative in the performance of assigned responsibilities.
9. Model and maintain high ethical standards.
10. Follow attendance, punctuality and proper dress rules.
11. Maintain confidentiality.
12. Maintain positive relationships with co-workers, school personnel, parents and administration.
13. Participate in workshops and training sessions as required.

### **System Support**

14. 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.
15. Perform data entry as necessary.
16. Prepare all required reports and maintain all appropriate records.
17. Follow all School Board policies and school policies and procedures.
18. Exhibit the interpersonal skills necessary as an effective team member.
19. Demonstrate support for the School District and its goals and priorities.
20. Perform other incidental tasks consistent with the goals and objectives of the District and 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:** 9 ½ or 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and 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:** 46 or 47 dependent on contract

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