

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

SCHOOL / DEPARTMENT SECRETARY

QUALIFICATIONS:

- (1) High School Diploma (Associate Degree preferred).
- (2) Experience in typing, transcription, data entry and office practices.
- (3) Minimum of five (5) years progressively responsible secretarial and/or clerical experience, or advanced training beyond high school with three (3) years experience.
- (4) Experience in a public school system preferred.
- (5) Ability to work effectively with people.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of basic office procedures and the operation of computers, office machines and equipment. Considerable knowledge of office practices, bookkeeping, grammar, spelling and business correspondence. Good oral and written communication skills exhibiting correct use of business English. Ability to exercise independent judgment. Ability to deal effectively, courteously, and professionally with students, school personnel and the general public. Skill in organization and time management. Work involves the application of much independent judgment in the performance of assigned duties. Ability to efficiently and effectively manage multiple tasks in stressful situations. Ability to maintain confidentiality.

REPORTS TO:

Assigned Administrator/Director/ Supervisor

JOB GOAL

To assure the smooth and efficient operation of the office so that the maximum positive impact on the district can be realized.

EVALUATED BY:

Principal, Director or Supervisor

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform clerical duties required by activities and functions of the school/department including preparing and sending correspondence, receiving and routing incoming/outgoing mail, setting up and maintaining files, handling records and requests, preparing, processing and submitting required agenda items, applications, reports, forms, records, manuals and other assigned projects.
- * (2) Perform financial duties required by the activities and functions of the department including maintaining inventory, purchasing equipment and supplies, assisting in

SCHOOL / DEPARTMENT SECRETARY (Continued)

preparation and maintenance of budget, assisting in maintenance of grants and other assigned projects.

School / Department Secretary continued

- * (3) Answer telephone, route and make calls, record messages, answer questions and provide information.
- * (4) Prepare contracts, appointment letters and check the verification of experience forms for payroll purposes.
- * (5) Receipt, transfer and record all funds for the office and prepare accurate records for audit.
- * (6) Check the completion of annual performance assessment evaluation forms for personnel.
- * (7) Advise and assist principals/directors and department heads in handling of technical personnel.
- * (8) Assist in maintaining all annual and sick leave records.
- * (9) Prepare payroll and stipends.
- * (10) Assist principals in the identification of qualified substitutes and in identifying qualified applicants for posted positions.
- * (11) Assist with servings as custodian for all regular and confidential records.
- * (12) Check and verify all payrolls following the submission to the payroll department and attend to any complaints arising from payroll computation.
- (13) Schedule appointments for the supervisor as needed.
- (14) Keep current the department's School Board Policies Handbook and State Board Regulations Handbook.
- * (15) Prepare and distribute Vacancy Notices.
- * (16) Maintain confidentiality.
- * (17) Participate in training to update and expand clerical, financial, office practice and interpersonal skills.
- (18) 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 needed to move objects.

TERMS OF EMPLOYMENT:

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:

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

*Essential Performance Responsibilities

Job Description Supplement 9

Salary Lane: Support CEZ