



SELMA CITY SCHOOLS

OFFICE OF THE
SUPERINTENDENT

300 WASHINGTON ST.
P. O. BOX F
SELMA, AL 36702-0318
(334) 874-1600

JOB DESCRIPTION

<u>Position Title:</u>	School Secretary
<u>Department or Unit:</u>	School Assignment
<u>Reports To:</u>	Principal or Designee
<u>Supervises:</u>	May supervise assigned clerical personnel
<u>Job Summary:</u>	Performs secretarial and clerical duties for a school.

Typical Duties:

1. Performs the usual secretarial routines and practices associated with an efficient, productive, and well-managed office; e.g., typing, filing, phones.
2. Maintains regular filing system and processes records and incoming correspondence, as requested.
3. Performs any bookkeeping tasks associated with the specific position.
4. Maintains and complies routine and office reports.
5. Schedules and arranges appointments.
6. Provides information to various personnel, outside agencies, and the community when requested.
7. Orders and maintains office equipment and supplies as necessary.
8. Organizes office, schedules work, and supervises other clerical employees for optimum efficiency.
9. Welcomes visitors and provides information as required.
10. Displays personal conduct which sets an example for students to emulate.
11. Performs other duties as required.

Minimum Requirements:

1. High school diploma.
2. Proficiency in clerical/computer skills.
3. Working knowledge of basic office procedures and the operation of common office equipment and machine.
4. Extensive clerical experience.
5. Ability to supervise and operate an office effectively.

I have received and read my job description, and I fully understand and accept the duties and responsibilities of my position.

Secretary's Signature

Date

File: School.Sec.



SELMA CITY SCHOOLS

OFFICE OF THE
SUPERINTENDENT

300 WASHINGTON ST.
P. O. BOX F
SELMA, AL 36702-0318
(334) 874-1600

JOB DESCRIPTION

<u>Position Title:</u>	School Bookkeeper
<u>Department or Unit:</u>	School Assignment
<u>Reports To:</u>	Principal
<u>Supervises:</u>	None
<u>Job Summary:</u>	Manages school budget and financial transactions.

Typical Duties:

1. Receives, records, and accounts for all school monies.
2. Remits payment for school invoices and collects students accounts.
3. Reconciles bank statements with journal entries.
4. Maintains accurate records of budgets and inventories for supplies, equipment, and textbooks.
5. Coordinates and requisitions textbooks and audio visual equipment.
6. Prepares financial statements, schedules, and ledgers for school.
7. In the presence of students, displays personal conduct which an example for students to emulate.
8. Assists school clerical staff as required.
9. Performs other duties as required.

Minimum Requirements:

1. Trade or business school diploma or equivalency.

2. Experience in field.

I have received and read my job description, and I fully understand and accept the duties and responsibilities of my position.

Bookkeeper's Signature

Date