

Lauderdale County Schools
Florence, AL

Job Description

Position: Secretary-Receptionist Central Office

Department: Instructional & Business Operations

Reports To: Superintendent

FLSA Status: Non-Exempt

Contract Days: 240 days

Salary: Based on the System Salary Schedule

Qualifications:

1. Minimum: High school diploma or equivalent

Purpose of Job

To perform secretarial/receptionist functions and duties as assigned.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Receives incoming and places outgoing telephone calls.
- Takes messages, transfers or refers calls to appropriate individuals.
- Sorts mail; distributes mail to appropriate department.
- Assists with maintaining all files associated with substitutes and job applicants.
- Welcomes visitors, assists or refers them to appropriate office or individual.
- Performs such other tasks and assumes such other responsibilities as assigned.

Additional Job Functions

Perform other duties as assigned.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____

All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.

Approved May 30, 2018 Board Meeting (#18)