CLARKSDALE MUNICIPAL SCHOOL DISTRICT

SECRETARY
JOB DESCRIPTION

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Three (3) years successful secretarial/clerical experience.
3. Typing proficiency of 50 words per minute.
4. Computer proficiency.
5. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer software, office equipment, office practices and procedures. Knowledge of School Board policies that relate to job functions. Ability to use word processing, spreadsheet and database applications. Ability to use business mathematics and basic bookkeeping applications effectively. Ability to communicate orally and in writing. Ability to schedule time, establish priorities and work efficiently. Ability to compose correspondence and prepare reports in an articulate manner. Ability to promote a harmonious atmosphere and smooth flow of business. Skill in handling constituents' problems, concerns and emotional distress with sensitivity and tact. Ability to answer the telephone in a professional and courteous manner. Ability to handle sensitive information with confidentiality. Knowledge and understanding of all clerical positions within the office. Ability to take initiative to begin projects without supervision.

REPORTS TO:

Assigned Administrator

JOB GOAL

To perform with accuracy skilled secretarial duties and to support the functions of the school or district.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Each person in this job classification may not be assigned responsibility for performing all tasks.

Service Delivery

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 deliveries; 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 the appropriate area.
3. Prepare materials for dissemination to school, district staff, parents and community.
4. Oversee operation and maintenance of office equipment and report malfunctions for necessary repairs.
5. Maintain and/or process all files in an alphabetical or chronological system.
6. Maintain worksite personnel records concerning employment, sick leave, annual leave, certification, travel and other related areas.
7. Obtain, assemble and organize pertinent data into usable form for local, state and federal audits.
8. 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.
9. Enter payroll data.
10. Maintain inventory of supplies for the division.
11. Maintain internal accounts.
12. Work with vendors, generate billings and develop reports related to field trips.
13. Make arrangements for meetings and conferences.
14. Make travel arrangements for trips and conferences.
15. Assemble instructional materials for distribution to schools.
16. Maintain vendor file.
17. Prepare materials for presentations.
18. Perform additional duties specific to the division/program.
19. Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

20. Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
21. Follow attendance, punctuality and other qualities of an appropriate work ethic.
22. Ensure adherence to good safety standards.
23. Maintain confidentiality regarding school/workplace matters.
24. Model and maintain high ethical standards.
25. Maintain expertise in assigned areas to fulfill project goals and objectives.
26. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

27. Sort and distribute U.S. and courier mail.
28. Answer telephone in a courteous and professional manner.
29. Assist public by answering routine questions, scheduling appointments and completing forms.
30. Assist users with purchase order, student database, worker order and payroll systems.
31. Exercise service orientation when working with others.

SECRETARY (Continued)

32. Keep supervisor informed of potential problems or unusual events.
33. Use effective, positive interpersonal communication skills.
34. Respond to inquiries and concerns in a timely manner.
35. Serve on school/district committees as required or appropriate.

System Support

36. Exhibit interpersonal skills to work as an effective team member.
37. Follow federal and state laws as well as School Board policies, rules and regulations.
38. Demonstrate support for the school district and its goals and priorities.
39. Demonstrate initiative in identifying potential problems or opportunities for improvement.
40. Prepare or assist in the preparation of all required reports and maintain all appropriate records.
41. Participate in cross-training activities as required.
    Perform other tasks consistent with the goals and objectives of this position.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the districts' 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.