

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

DISTRICT SECRETARY/MIS DATA PROCESSING

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience in personal computer hardware / software and peripherals.
- (3) Secretarial experience preferred.
- (4) Type at a prescribed rate.
- (5) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge in computer operation and demonstrated keyboard proficiency. Demonstrated effective oral and written communication skills. Skill in analyzing computer data (input / output). Skill in operating a computer terminal and typewriter. Ability to manage time effectively. Knowledge in FTE procedures. Knowledge in attendance procedures. Knowledge in student data membership. Ability to maintain accurate records.

REPORTS TO:

Principal / Supervisor

JOB GOAL

To provide technical assistance to Student / Staff and Finance Database Manager and users and operational support for District computing systems and maintain essential records fundamental to the management of the school and / or setting.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide data entry / update relating to FTE Survey Period information on the Student / Staff Finance databases.
- * (2) Perform back-up procedures for all systems as required.
- * (3) Perform data entry / update of unscheduled data changes or additions to databases.
- * (4) Provide system tasks including monitoring, processing / retrieving E-MAIL account correspondence, F.A.S.T.E.R. requests and responses and DOE bulletin board postings.
- * (5) Maintain current knowledge of on-line and batch systems operations.
- (6) Perform office and clerical duties as required.
- * (7) Use effective, positive interpersonal communication skills.
- (8) Provide reports and required information in a timely manner.
- (9) Provide archival services as required.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.

District Secretary/MIS Data Processing

61.02

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:

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 Code 4