

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

SECRETARY, SCHOOL

QUALIFICATIONS:

- (1) High School Diploma
- (2) Experience in data entry, computer terminals, word processing, printers, and other technology utilized in data input/output.
- (3) May be required to type and/or take dictation at a prescribed rate of speed.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in computer operations. Working knowledge of basic office procedures and the operation of office machines and equipment. Extensive knowledge of the operation and programs of the school system. Considerable knowledge of office practices, grammar, spelling and business correspondence. Ability to exercise independent judgment. Ability to deal effectively and courteously with students, parents, school personnel, and the public. Ability to efficiently and effectively manage multiple tasks in stressed situations.

REPORTS TO:

Principal

JOB GOAL

To assure the smooth and efficient operation of the school office so there will be a maximum positive impact on the education of the students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Serve as Secretary to the Principal, arrange appointments, take calls, answer inquiries and compose routine correspondence independently.
- * (2) Perform the usual office routines and practices associated with a busy, productive and smooth-run office.
- * (3) Maintain records, both student and staff, as required.
- * (4) Prepare payroll reports for staff including attendance logs.
- * (5) Obtain, organize and put into usable form all pertinent data as needed.
- (6) Assist bookkeeper as needed.
- (7) Provide clerical assistance when needed.
- (8) Take responsibility, at the direction of the Principal, for arranging for teacher substitutes.
- * (9) Prepare and type a variety of records, reports, newsletters, programs, and lists as required.
- (10) Use effective, positive interpersonal communication skills.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.

61.01

SECRETARY, SCHOOL (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force 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 3