



SCHOOL SECRETARY *Position Description*

Title: School Secretary
Location: Pamlico County Schools
Terms of Employment: 12 months, Full Time
Effective Date:
FLSA Status: Non-Exempt

Purpose

The School Secretary is responsible for greeting and assisting visitors, answering incoming phone calls, and taking messages. The position also performs a variety of clerical duties to support staff as needed.

Qualifications

- Must have High School Diploma or GED

Duties and Responsibilities

- Warmly welcomes visitors to the office; announces visitors to district staff
- Answers incoming calls; provides general information; routes callers to appropriate extensions or takes messages
- Sorts and distributes incoming mail for the school
- Provides clerical support as needed
- Responsible for maintaining a neat and orderly front office lobby area
- Performs other duties as assigned by immediate supervisor

Skills and Abilities

- Working knowledge of office software and office equipment, including Microsoft Word, Excel, Google, school-related software, copy machine, and fax machines
- Ability to communicate with various groups of individuals
- Ability to adapt to changing work priorities
- Ability to maintain confidentiality in all matters
- Proven demonstration of excellent telephone and interpersonal skills
- Ability to positively represent the district to the public and maintain a positive attitude

Pamlico County Schools does not discriminate in the employment, tenure, or promotion of employees on the basis of sex, race, religion, age, national origin or disability.