BUTLER COUNTY SCHOOLS

CENTRAL OFFICE SECRETARY

JOB DESCRIPTION

QUALIFICATIONS:

(1) High school diploma or equivalent.
(2) Secretarial training and/or experience preferred.
(3) Computer literacy.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform routine duties guided by standard practices. Knowledge of basic office procedures. Skill in the operation of standard up-to-date office equipment. Ability to type accurately at a prescribed rate. Ability to operate a computer and utilize software applications for word processing, databases, spreadsheets, and other functions. Ability to answer the telephone in a professional and courteous manner. Ability to communicate well, both orally and in writing, using correct grammar, spelling and business English. Ability to establish and maintain effective working relationships with other employees.

REPORTS TO:

Designated Administrator/Manager

JOB GOAL

To perform routine clerical and secretarial duties in an efficient and accurate manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

* (1) Perform a variety of secretarial/clerical duties to support supervisory and administrative personnel in handling daily activities.
* (2) Perform bookkeeping duties as assigned.
* (3) Compose routine correspondence, type correspondence, memoranda, reports, manuscripts and other materials.
* (4) Maintain an alphabetical, numerical or simple subject matter filing system.
* (5) Maintain data, statistics and other information and prepare reports as required.
* (6) Maintain school records as required.
* (7) Perform office routines and practices as assigned.
* (8) Operate standard office equipment such as any generation of typewriter, calculator, CRT terminal, microcomputer, word processor, copier, fax machine and others, as well as equipment developed or advanced from future technology as required by assignments.
* (9) Arrange conferences and/or appointments for administrators.
*(10) Make routine decisions and work in a responsible and independent manner under general supervision.
*(11) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
*(12) Follow attendance, punctuality and proper dress rules.

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CENTRAL OFFICE SECRETARY (Continued)

*(13) Ensure adherence to good safety standards.
*(14) Maintain confidentiality regarding school/workplace matters.
*(15) Model and maintain high ethical standards.
*(16) Demonstrate initiative in the performance of assigned responsibilities.
*(17) Maintain expertise in assigned area to fulfill project goals and objectives.
*(18) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
*(19) Keep supervisor informed of potential problems or unusual events.
*(20) Respond to inquiries and concerns in a timely manner.
*(21) Serve on school/system committees as required or appropriate.
*(22) Exhibit interpersonal skills to work as an effective team member.
*(23) Demonstrate support for the school system and its goals and priorities.
*(24) Demonstrate initiative in identifying potential problems or opportunities for improvement.
*(25) Prepare all required reports and maintain all appropriate records.
*(26) Participate in cross-training activities as required.
(27) Perform other tasks consistent with the goals and objectives of this position.

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 System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities

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