

MARION COUNTY JOB DESCRIPTION

Position Title:	Secretary, High School	
Department:	Building	
Reports To:	Principal	
Approved By:	Marion County Board of Education	Date: December 2010

SUMMARY: Serves as confidential secretary to the principal and as a facilitator for the school public being served.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Receptionist (phone and visitors) and typist.
Makes and receives telephone calls, takes messages, routes calls.
Maintains files for building, principal and related requirements.
Serves as confidential secretary to principal and assistant principal.
Distributes mail for entire building.
Greets all visitors.
Types, prepares, distributes, files records/reports, correspondence etc. related to building functions and principal needs.
Assists/orientates substitute teachers.
Takes/transcribes notes for correspondence.
Type or supervise typing daily announcement sheet.
Assist in operation of copy machines; order copier supplies.
Process free and reduced lunch forms; maintain updated master list.
Administer minor first aid.
Process mail; route packages to proper teacher.
Help supervise student office workers.
Assist attendance records.
Assist with other office duties as needed.
Have thorough knowledge of all office machines.
Perform other duties as specified by principal and superintendent.

SUPERVISORY RESPONSIBILITIES: Student aides and parent volunteers.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED) and 2 - 3 years previous office experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to pass a typing test at 55 words per minute. Demonstrated ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Lift ten (10) pounds of paper and/or files.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this

position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

FileName:SecHighSchool