

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: School Secretary

FLSA: Non-exempt

GENERAL SUMMARY

Provides routine clerical support to assigned supervisor to ensure smooth and efficient operation of the school. Performs a variety of duties to support area of work including typing letters, memoranda and reports, filing, copying, answering incoming calls, scheduling appointments, processing mail, keying data, etc. Communicates effectively with students, parents and teachers. Reports to the Principal.

ESSENTIAL FUNCTIONS

Provides secretarial support by performing such duties as answering incoming telephone calls and taking messages; sorts and distributes mail; files; directs visitors; and schedules meetings.

Types, completes and/or files various documents, records, and reports such as letters, memoranda, agendas, work orders, invoices, purchase orders, etc.

May order, control, and/or monitor departmental supplies and equipment.

Handles confidential documents in an appropriate manner; maintains confidential files and records such as employee information; enters employee and/or student information to computer as assigned.

Interacts with various persons in the performance of duties including school administrators and staff, students, parents, business persons, government officials and agencies, etc.

Accurately maintains a calendar for the Principal and the school.

Actively serves as liaison between the Principal, teachers, support staff, PTA and other staff.

Is effective in the maintenance of office inventory and school store supplies, orders supplies as necessary and in consultation with faculty and staff.

Exhibits the ability to serve as back-up to the school nurse, provides first-aid, and dispenses medication as authorized by School Board Policy.

Participates in District-wide meetings, training activities and the distribution of appropriate information.

Serves as a liaison between District and school level program administrators to ensure accurate, thorough, and effective use of data.

Provides secretarial support by performing such duties as answering, screening and directing telephone calls; screening incoming mail; typing; developing and maintaining a central filing system; directing visitors; scheduling meetings; taking minutes, etc. Provides back-up to school clerical staff.

Answers complaints and inquiries, or refers them to appropriate persons and/or departments; interprets school District policies, rules and regulations in response to queries.

Provides responsible administrative support in such areas as compiling data, analyzing data, and preparing related statistical reports; compiles and maintains various record keeping systems including maintaining records of a confidential nature.

Operates general office equipment such as a computer, printer, copier, calculator, facsimile machine, typewriter, telephone system, etc.

Willingly performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

Minimum of high school diploma and three years experience using computer applications in an office environment, or a post-secondary degree in computer applications with some related work experience; or an equivalent combination of education, training, and experience. Experience with the SASI Student Management system preferred.

Knowledge:

Advanced knowledge of Business English, spelling, punctuation, mathematical computation and possession of an excellent vocabulary. Thorough knowledge of departmental policies, procedures, and operations. Thorough knowledge of the principles of office management and of modern office procedures, systems and equipment such as typewriters, calculators, and word processors. Thorough knowledge of spreadsheet analysis, knowledge of the records and reports which must be prepared and maintained. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software. Knowledge in maintaining confidentiality of information of a sensitive and confidential nature.

Skills/Effort:

Proficiency with Microsoft Office applications including Word, Excel and Access. Ability to analyze varied functions, processes and tasks for the preparation of varied and complex records and reports. Ability to multi-task and work independently and unsupervised on confidential assignments, clerical tasks and with confrontational people. Ability to communicate both orally and in written format with employees, parents, and students. Ability to maintain high standards of accuracy in exercising duties. Ability to anticipate work to be completed and initiate proper and acceptable direction for completion of work with little to no supervision and instruction. Ability to type clear copy at the minimum required rate. Skill in the use of general office equipment such as calculators, word processors, typewriters, computers, switchboards, etc. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner. Ability to make arithmetical computation and tabulations with speed and accuracy. Excellent organization, time management and telephone skills.

Working Conditions:

Conducts duties in an office environment with no significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that required constant attention, and meeting deadlines. Physical demands are restricted to office work requiring the lifting/moving of items weighing up to 25 pounds. Routine local travel is required; no overnight travel is required. Nature of job requires frequent use of computer and monitor for long durations.

Responsibility:

No direct budgetary or supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES/APPROVAL:

_____ Date: _____

_____ Date: _____

_____ Date: _____