

**Secretary – Saline County Career Center**  
*Marshall Public School District Job Description*

**Position Title:** Secretary, Saline County Career Center  
**Department:** Building  
**Reports To:** Director

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**SUMMARY:** Serves as secretary in the front office and as facilitator for the school/public being served in communicating information, material acquisition, and cash handling.

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

- Makes and receives telephone calls, takes messages, and routes calls.
- Maintains notebook on Sending School students; keeping track of their attendance and fax each week to their school.
- Send notice to faculty when Sending School grades are needed and maintaining file on grades.
- Take calls and answer questions about LPN program. Put together packets and/or mail to interested person(s).
- Distributes mail. Sign for deliveries by UPS, FedEx, etc.
- Keep calendar of activities of supervisor(s) appointments and activities going on in the school. Fill out the Monthly Calendar on the wall in the front office with activities and staff appointments.
- Types correspondence, reports and other materials from rough draft in order to provide final typewritten copy for review and/or signature..
- Submit Weekly Attendance Report to Linda Perkins at Central Office. This report requires keeping SCCC roster updated and checking daily announcements for drops and adds to the SCCC attendance; which includes checking SIS class rosters on the computer to see if they match our student count on the weekly attendance report.
- Assist students and staff with vending machines when necessary.
- Orders, processes, and maintains office materials and supplies.
- Issue parking tags to students; obtain student's name, vehicle make and license number. Collect fee or MHS sticker.
- Write admit and tardy slips for students. Communicate with Lisa at MHS about students. Fill out Utility slips for students to be dismissed from class for doctor, dentist appt., etc.
- Make announcements on intercom system to students and staff when required.
- Operates standard office equipment. Assist faculty and/or students with standard office equipment when need arises.
- Career and Technical Education Week – students with perfect attendance and honor roll students are recognized with a pizza party.
- Assist with evening classes. Clone old course to make new course to be offered. Answer questions about courses. Input personal information in computer, enroll in class and type of fee payment.
- Maintain petty cash fund.
- Collect and file junior and senior resumes.

- Do certificates for faculty when students have completed the necessary requirements in their class.
- Submit printing request from Central Office for SCCC for next school year. Distribute to teachers and staff members requesting their printing needs. Copies are made of their requests and a packet is sent to Linda at Central Office with our list and copies of items needed.

**SUPERVISORY RESPONSIBILITIES:** Supervise Student Aids in office. Check work for accuracy when necessary.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED); one to three years related experience.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

**TERMS OF EMPLOYMENT:** Nine-month employee. Salary to be established by the Board of Education.

