

Job Title: Central Office Secretary and Fixed Asset Inventory Clerk

Qualifications:

1. High school diploma or equivalent; other formal education desirable or at least 3 year's secretarial experience.
2. Evidence of high degree of skill in typing and other secretarial skills.
3. Evidence of high degree of skill in bookkeeping procedures.
4. Ability to operate typical office equipment and machines.
5. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.

Reports to: Superintendent, Office Manager, Business and Financial Affairs Coordinator

Performance Responsibilities:

1. Receive visitors.
2. Operate telephone switchboard; receive and relay calls and messages.
3. Sort and deliver incoming mail.
4. Verify and issue work permits for Child Labor.
5. Prepare, maintain, and update substitute teacher files.
6. Prepare textbook orders and inventories for State Department of Education.
7. Maintain textbook storage and prepare textbooks for delivery to schools.
8. Figure and type all teacher contracts.
9. Compose and/or type correspondence, forms, reports, directories, etc.
10. Maintain teacher certificate files.
11. Maintain permanent records pertaining to fixed assets.
12. Prepare forms for fixed assets purchased by the central office.

Central Office Sec and Fixed Asset Inventory Clerk (cont'd)

13. Assign control numbers on all fixed assets.
14. Assist with reconciliation of fixed assets with financial statement.
15. Process purchase orders for general fund, sales tax fund and trade school fund.
16. Be regular and punctual in attendance.
17. Maintain confidentiality of any school system related information.
18. Maintain proper and professional relationship with other employees.
19. Perform duties in a manner that promotes good public relations.
20. Be familiar with and follow Board of Education policies.
21. Perform other reasonable office related duties as needed.

Terms of Employment: 12 months a year, salary to be determined by correct salary schedule

Adopted: September 21, 1993