

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

SECRETARY I

QUALIFICATIONS:

- (1) High School Diploma or equivalent with business / clerical training.
- (2) Three (3) years successful secretarial experience.
- (3) Type 40 WPM.
- (4) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform detailed office work, including financial functions. Good oral and written communication skills exhibiting correct use of grammar, spelling, and business English. Knowledge of bookkeeping and basic math skills. Answer telephone calls in a courteous, professional manner. Skill in organization and time management. Maintain a positive working relationship with others. Ability to maintain confidentiality. Flexibility.

REPORTS TO:

Administrators as Assigned

JOB GOAL

To perform a variety of secretarial, clerical, and delegated administrative duties requiring considerable knowledge of the responsibilities and jurisdiction of the assigned departments.

SUPERVISES:

N/A

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

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. 11

SECRETARY I (Continued)**PERFORMANCE RESPONSIBILITIES:**

NOTE: The following responsibilities are specific to assigned department.

Service Delivery

- * (1) Perform clerical duties required by activities and functions of the department / division including preparing and sending correspondence, receiving and routing incoming / outgoing mail and courier, setting up and maintaining files, handling personnel records and requests, preparing, processing and submitting required agenda items, applications, reports, forms, grants, records, minutes, guides, manuals and other assigned projects.
- * (2) Greet visitors and direct them to appropriate area.
- * (3) Prepare materials for dissemination to school, District staff, parents and community.
- * (4) Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- * (5) Maintain calendar for scheduling appointments, use of assigned facilities, interviews, deadlines, arrangements for meetings and department / division responsibilities.
- * (6) Organize office to obtain maximum efficient operation.
- * (7) Collect and compile relevant data for audits, meetings and reports.

Employee Qualities / Responsibilities

- * (8) Maintain good attendance, punctuality, and confidentiality.
- * (9) Maintain a cooperative working relationship with others.
- * (10) Participate in training to update and expand clerical, financial, office practice and interpersonal skills.

System Support

- * (11) Provide stenographic support for professional staff utilizing typing, transcribing and computer skills.
- * (12) Perform financial duties required by the activities and functions of the department / division including preparing payroll, maintaining inventory, purchasing equipment and supplies, initiating and processing requisitions, assisting in preparation and maintenance of budget and other assigned projects.
- (13) Perform other duties as assigned.

SECRETARY I – JROTC**Service Delivery**

- * (1) Provide record keeping and bookkeeping services as requested.
- * (2) Receive and take, with proper protocol, proper action of incoming telephone calls.
- * (3) Be responsibility for disbursement of incoming and outgoing mail. Be responsible for the control of the Official Mail Penalty Stamps.
- * (4) Be responsible for administrative correspondence as directed by the Director of JROTC
- * (5) Be efficient in typing correspondence, forms, and the like, using military and civilian format on typewriter and computer.
- * (6) Be able to assist each school JROTC department with their files, if needed, each new school year.
- * (7) Maintain the master training schedule.
- * (8) Collect and compile data for audits, meetings, and reports.

Employee Qualities / Responsibilities

- * (9) Maintain good attendance, punctuality, and confidentiality.
- * (10) Maintain a cooperative working relationship with others.

System Support

- * (11) Be directly responsible to the Director of JROTC.

SECRETARY I (Continued)

- * (12) Be responsible for maintaining administrative files and inactive files turned in from all the schools.
- * (13) Assume additional responsibilities required by law, regulations of the state, policies of the School Board, procedures of the Superintendent and directives of the DAI.
- * (14) Be familiar with Department of the Army Regulations enough to requisition, file and maintain.
- * (15) Set up the JROTC Awards Program.
- (16) Perform other duties as assigned.

SECRETARY I – SCHOOL FOOD SERVICE**Delivery Services**

- * (1) Work with schools to update and maintain computerized student files based on approved free and reduced lunch applications.
- * (2) Serve as summer feeding program monitor.

Employee Qualities / Responsibilities

- * (3) Maintain good attendance, punctuality, and confidentiality.
- * (4) Maintain a cooperative working relationship with others.

System Support

- * (5) Serve as Verification Official and complete the verification process annually as required by the United States Department of Agriculture.
- * (6) Recognize and report problems in source documents to management.
- (7) Perform other duties as assigned.

*Essential Performance Responsibilities