

# SCHOOL DISTRICT OF NEWBERRY COUNTY

## JOB DESCRIPTION

**TITLE:** Secretary to Guidance

**FLSA:** Non-exempt

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### GENERAL SUMMARY

Provides responsible secretarial and administrative support to assigned supervisor. Exercises independent judgment in performing activities such as scheduling activities, coordinating office functions, administering support for district programs, handling special projects and problems, etc. Reports to the Guidance Counselor and School Principal.

### ESSENTIAL FUNCTIONS

Develops, analyzes and/or maintains various records, reports, graphs, charts, forms, spreadsheets and/or databases using a variety of automated software applications.

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.

Responds to complaints and inquiries of routine and non-routine nature, or refers them to appropriate persons and/or departments as needed.

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 such as employee and student information, etc.

Maintains or assists in maintaining accounting books for department; processes purchase orders and invoices; maintains accurate records of expenditures and balances; performs reconciliations, etc.

Effectively serves as liaison between students, principals, teachers, support staff, and other counselors.

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

Accurately maintains a calendar for the Guidance Counselors and the Guidance Department

Effectively serves as liaison between students, principals, teachers support staff, PTA and other staff.

Manages various non-routine special projects as assigned.

Places orders, controls, and/or monitors departmental supplies and equipment.

May provide clerical or administrative assistance as a back-up to other school or departmental staff.

Interacts with various business persons, district administrators and staff, students, parents, government officials and agencies, etc.

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:**

Associate's degree in secretarial science with three to five years of responsible secretarial and administrative support experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **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, word processors. Thorough knowledge of spreadsheet analysis, and database design/operations. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software. Knowledge of the records and reports which must be prepared and maintained. Knowledge of bookkeeping and accounting practices. Knowledge in maintaining confidentiality of information of a sensitive and confidential nature.

### **Skills/Effort:**

Ability to analyze varied functions, processes and tasks for the preparation of varied and complex records and reports. 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 work independently on responsible and confidential assignments and secretarial tasks. 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 make arithmetical computation and tabulations with speed and accuracy. 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. Excellent verbal communication, 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. Job requires the operation of standard office equipment. Nature of job requires frequent use of a 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:**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_