

POSITION: SECRETARY II

REPORTS TO: Building Principal

DESCRIPTION: Personnel employed in any elementary, secondary, kindergarten, nursery, special education, vocational, or any other school as a secretary. The duties may include performing general clerical tasks, transcribing from notes or stenotype or mechanical equipment or a sound-producing machine, preparing reports, receiving callers and referring them to proper persons, operating office machines, keeping records and handling routine correspondence. There is nothing implied herein that would prevent such employees from holding or being elevated to a higher classification.

QUALIFICATIONS:

1. High school diploma or GED required with some business courses or experience preferred.
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position and have verifiable computer/word processing experience.
3. Ability to work well with others.
4. Ability to relate to the public.
5. Knowledge of office practices and other related business skills required.

RESPONSIBILITIES:

1. Performs clerical, receptionist, secretarial, and minor accounting duties to facilitate the efficient operation of a school.
2. The school secretary operates general office equipment: typewriter, adding machine and/or calculator, dictaphone, photostatic copier, telephone, and computer/word processor.
3. Receives, counts, and deposits monies for the school.
4. Verifies and pays all bills.
5. Maintains a journal and ledger for the general fund.
6. Types and duplicates instructional material for teachers.
7. Prepares student information cards and reports.
8. Prepares, requisitions, and distributes instructional, office, and custodial supplies.
9. Compiles, prepares, channels and files attendance, payroll, and financial reports.
10. Maintains a current file of administrative policies, statistical data, financial records, and inventory.
11. Processes mail, handles all incoming calls, and makes outgoing calls.
12. Serves as a receptionist and acts as a liaison between school and community.
13. Types correspondence.
14. Work is assigned and reviewed by the building principal. The secretary works with teachers and students and handles problems that do not require the assistance of the principal.
15. Clerical work of the teachers is generally performed by the secretary.
16. Assists students who may become ill or need information.
17. Has telephone as well as personal contact with parents, children, and other personnel within the school system, and contact with vendors or any other person(s) who may call on the school.
18. Maintains positive work habits.
19. Performs duties efficiently and productively.
20. Maintains and/or upgrades job-related skills.
21. Performs other related tasks as assigned by principal.
22. Develops and maintains a safe work environment at all times.

SALARY: Pay Grade: E

EMPLOYMENT TERM: 210 - 220 Days