

TITLE: SECRETARY (County Office - Confidential) FLSA: Non-Exempt

- QUALIFICATIONS:**
1. High School Diploma or GED.
 2. A reasonable degree of proficiency in typing and dictation.
 3. Working knowledge of basic office procedures and the operation of common office equipment and machines to include computer (PC) office application programs.
 4. Three (3) years of experience as a secretary -- preferred.
 5. Additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: Assigned Supervisor

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| <u>JOB GOAL:</u> | To perform a variety of secretarial, clerical and delegated administrative duties requiring considerable knowledge of the responsibilities and jurisdiction of the assigned divisions / departments. |
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PERFORMANCE RESPONSIBILITIES: * Essential Performance Responsibilities

- * 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. Use effective, positive interpersonal communication skills.
- * 3. 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.
- * 4. Answer telephone, route and make calls, record messages, answer questions and provide information.
- * 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.
- * 8. Provide support for professional staff utilizing typing, transcribing and computer skills.
- * 9. Greet visitors and direct them to appropriate area.
- * 10. Prepare materials for dissemination to school, district staff, parents and community.
- * 11. Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- * 12. Participate in training to update and expand clerical, financial, office practice and interpersonal skills.
- * 13. Maintain harmonious working relationship with others.
- 14. Perform other duties that may be assigned from time to time by the Supervisor.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually quiet.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.