

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

SECRETARY III

QUALIFICATIONS:

- (1) High School Diploma with post-secondary business secretarial experience.
- (2) Five (5) years successful secretarial experience.
- (3) Type fifty (50) WPM.
- (4) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible secretarial duties. Broad knowledge of the organization, operation, program, and goals of the department. Good oral and written communication skills. Effective use of business math. Ability to work cooperatively with others. High tolerance for stress. Knowledge of operation of office equipment. Ability to prioritize and manage time effectively. Ability to answer telephone in a professional and courteous manner. Ability to be flexible and to handle multiple tasks with ease and efficiency. Ability to handle sensitive information with confidentiality.

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 III (Continued)**PERFORMANCE RESPONSIBILITIES:**

NOTE: The following responsibilities are specific to assigned department.

Service Delivery

- * (1) Maintain a calendar of scheduled events.
- * (2) Receive and route telephone calls.
- * (3) Type and produce manuals, presentation materials and reports as requested.
- * (4) Provide bookkeeping services as requested.
- * (5) Keep daily appointment calendars for designated supervisors as requested.
- * (6) Type letters and other correspondence as requested.
- * (7) Establish and maintain files as necessary.

Employee Qualities / Responsibilities

- * (8) Maintain effective working relationships with others.
- * (9) Maintain good attendance, punctuality, and confidentiality.
- * (10) Participate in training to update skills.

System Support

- * (11) Assist in budget procedures.
- * (12) Perform bookkeeping tasks as needed.
- * (13) Provide miscellaneous clerical services for various boards and committees on which designated supervisors serve.
- * (14) Answer inquiries about the educational program, forwarding to the appropriate personnel when necessary.
- (15) Perform other duties as assigned.

SECRETARY III – STAFF DEVELOPMENT**Service Delivery**

- * (1) Maintain and calculate inservice / college courses for renewal of professional teaching certificates.
- * (2) Maintain and disseminate information relative to inservice procedures and requirements.
- * (3) Design and distribute certificate renewal applications and inservice forms.
- * (4) Renew professional teaching certificates on-line with Department of Education.
- * (5) Maintain and disseminate information regarding requirements for professional and substitute certificates.
- * (6) Assist with scheduling and arrangements for inservice activities.
- * (7) Track and notify employees and administrators of expiring certificates.
- * (8) Track and maintain ESOL and Clinical Educator trained personnel.
- * (9) Process travel vouchers.
- * (10) Type, copy and distribute Master Inservice Plan.
- * (11) Type, copy and distribute Professional Orientation Plan.
- * (12) Type, copy and distribute Professional Development Plan.
- * (13) Type, copy and distribute Human Resource Management Development Program.
- * (14) Maintain Staff Development and other applicable budgets.
- * (15) Catalog and dispense Staff Development training materials; i.e., tapes, books, and the like.
- * (16) Design and prepare Substitute certificates.
- * (17) Design and prepare non-degreeed Vocational certificates.
- * (18) Keep eligible substitute teacher listing current.
- * (19) Receive and record payments for substitute, vocational and teaching certificates.
- * (20) Perform duties as receptionist for Staff Development Department.

SECRETARY III (Continued)

- * (21) Duplicate materials as needed for Director of Staff Development.
- * (22) Record and maintain fingerprint interviews.
- * (23) Do inquiries, research, and maintain fingerprint records.
- * (24) Transcribe and type Criminal History Review committee findings and recommendations.
- * (25) Maintain records of university interns, their school sites and dates of placement.
- * (26) Order and maintain supplies as needed for inservice training.
- * (27) Arrange accommodations for inservice consultants.
- * (28) Type and mail inservice points to other districts.
- * (29) Type and mail communiqués as directed by the Director of Staff Development.
- * (30) Schedule, arrange and set up rooms for training activities as designed by the Director of Staff Development.
- * (31) Perform all other typing and clerical duties as indicated by the Director of Staff Development.
- * (32) Design and process inservice forms.
- * (33) Input and maintain computerized records of inservice activity.

Employee Qualities / Responsibilities

- * (34) Maintain good attendance, punctuality, and confidentiality.
- * (35) Maintain cooperative working relationship with others.
- * (36) Participate in training to update skills.

System Support

- * (37) Relieve at the switchboard when necessary.
- * (38) Schedule meeting rooms for County office.
- * (39) Perform County office notary duties when needed.
- * (40) Update and distribute telephone and school listings.
- * (41) Keep current on all rule changes and other information relative to certification and staff development.
- (42) Perform other duties as assigned.

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

- * (1) Type all school food service purchase orders and maintain a ledger of purchase orders.
- * (2) Batch all purchase orders with invoices for payment.
- * (3) File all copies of payment checks with purchase orders and keep files current.
- * (4) Type all correspondence for the Director of School Food Service.
- * (5) List outstanding purchase orders at the end of the year to be encumbered for the following year and report to the business and finance department.
- * (6) Receive weekly produce requisitions and place school orders, auditing for balancing.
- * (7) Write monthly transfer checks for each cafeteria to transfer each school's receipts collected to the General Fund.
- * (8) Charge out all school staple orders.
- * (9) Be responsible for office supplies and all school forms.

Employee Qualities / Responsibilities

- * (10) Maintain good attendance, punctuality, and confidentiality.
- * (11) Maintain a cooperative working relationship with others.
- * (12) Participate in training to update skills.

System Support

- * (13) Pre-audit all school lunch and breakfast reports and code for computer input.
- * (14) Compile, maintain and file all reports and records as necessary.
- * (15) Request produce bids and determine lowest bidder.
- * (16) Receive and check for accuracy all invoices from schools.

SECRETARY III (Continued)

- * (17) Transmit electronically the monthly School Lunch and School Breakfast Reports to the state to request reimbursement.
- (18) Perform other duties as assigned.

SECRETARY III – PRE-KINDERGARTEN**Service Delivery**

- * (1) Provide clerical support to Pre-Kindergarten Program Coordinator and other staff.
- * (2) Process and maintain files on all purchase orders and travel vouchers.
- * (3) Correlate records with District accounting procedures (payroll).
- * (4) Prepare periodic reports as required.
- * (5) Verify and reconcile financial records as required.
- * (6) Enter data on Child Plus and generate reports as necessary.
- * (7) Assist in recruitment and registration.

Employee Qualities / Responsibilities

- * (8) Maintain good attendance, punctuality, and confidentiality.
- * (9) Maintain a cooperative working relationship with others.
- * (10) Participate in training to update skills and knowledge.

System Support

- * (11) Be knowledgeable of and follow the federal, state, and District regulations.
- * (12) Maintain the resource and children's library.
- * (13) Assist in compiling orders for office and classroom supplies.
- * (14) Maintain strict confidentiality of all school, student and parent records and data.
- (15) Perform other duties as assigned.

SECRETARY III – ELEMENTARY/SECONDARY**Service Delivery**

- * (1) Answer calls in person or on the telephone from persons seeking information on any aspect of the educational program.
- * (2) Answer inquiries about the educational program to the extent possible, forwarding to the appropriate personnel (generally, the Elementary or Secondary Education Director) when necessary.
- * (3) Type letters, memorandums, and other correspondence requested by the Directors of Elementary and Secondary Education.
- * (4) Establish and maintain files for the Directors of Elementary and Secondary Education.
- * (5) Type and produce manuals, presentation materials and reports as requested by the Directors.
- * (6) Provide bookkeeping services for the Directors of Elementary and Secondary Education, including keeping balances of various accounts/projects managed by the Directors of Elementary and Secondary Education and coding purchase orders submitted by various schools
- * (7) Keep an up-to-date calendar of program activities.
- * (8) Organize and make preparations for District Academic Competitions (i.e., Spelling Bee, Declamation Contests, Brain Brawls, etc.).
- * (9) Provide miscellaneous clerical services for various boards and committees on which the Directors of Elementary and Secondary Education serve.
- * (10) Make travel reservations (flight and car rental) for all employees of Gadsden District Schools.
- * (11) Complete payrolls for assigned employees

SECRETARY III (Continued)

Employee Qualities / Responsibilities

- * (12) Maintain good attendance, punctuality, and confidentiality.
- * (13) Maintain a cooperative working relationship with others.
- * (14) Participate in training to update skills and knowledge.
- * (15) Complete assignments with little or no supervision.

System Support

- * (16) Be knowledgeable of and follow the federal, state, and District regulations.
- * (17) Maintain the resource and children's library.
- * (18) Assist in compiling orders for office and classroom supplies.
- * (19) Maintain strict confidentiality of all school, student and parent records and data.
- * (20) Perform other duties as assigned.

*Essential Performance Responsibilities