

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

SECRETARY IV

QUALIFICATIONS:

- (1) High School Diploma with post-secondary business secretarial experience.
- (2) Six (6) years successful secretarial experience.
- (3) Type fifty-five (55) 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:

Administrator as Assigned

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| JOB GOAL |
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| <p>To perform a variety of secretarial, clerical, and delegated administrative duties requiring considerable knowledge of the responsibilities and jurisdiction of the assigned department(s).</p> |
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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 IV (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.
- * (8) Perform tasks specific to the assigned department.

Employee Qualities / Responsibilities

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

System Support

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

*Essential Performance Responsibilities