

**SCHOOL DISTRICT OF GADSDEN COUNTY  
SERVICE DEFINITIONS AND DATA COLLECTION FORM**

**SECRETARY I**

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 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. Greet visitors and direct them to appropriate area.
- \_\_\_\_\_ 3. Prepare materials for dissemination to school, District staff, parents and community.
- \_\_\_\_\_ 4. Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- \_\_\_\_\_ 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.

**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

- \_\_\_\_\_ 8. Maintain good attendance, punctuality, and confidentiality.
- \_\_\_\_\_ 9. Maintain a cooperative working relationship with others.
- \_\_\_\_\_ 10. Participate in training to update and expand clerical, financial, office practice and interpersonal skills.

**3. SYSTEM SUPPORT**

- \_\_\_\_\_ 11. Provide stenographic support for professional staff utilizing typing, transcribing and computer skills.
- \_\_\_\_\_ 12. 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.
- \_\_\_\_\_ 13. Perform other duties as assigned.

**SECRETARY I – JROTC**

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Provide record keeping and bookkeeping services as requested.
- \_\_\_\_\_ 2. Receive and take, with proper protocol, proper action of incoming telephone calls.
- \_\_\_\_\_ 3. Be responsibility for disbursement of incoming and outgoing mail. Be responsible for the control of the Official Mail Penalty Stamps.
- \_\_\_\_\_ 4. Be responsible for administrative correspondence as directed by the Director of JROTC
- \_\_\_\_\_ 5. Be efficient in typing correspondence, forms, and the like, using military and civilian format on typewriter and computer.
- \_\_\_\_\_ 6. Be able to assist each school JROTC department with their files, if needed, each new school year.
- \_\_\_\_\_ 7. Maintain the master training schedule.
- \_\_\_\_\_ 8. Collect and compile data for audits, meetings, and reports.

SECRETARY I (Continued)

**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

- \_\_\_\_\_ 9. Maintain good attendance, punctuality, and confidentiality.
- \_\_\_\_\_ 10. Maintain a cooperative working relationship with others.

**3. SYSTEM SUPPORT**

- \_\_\_\_\_ 11. Be directly responsible to the Director of JROTC.
- \_\_\_\_\_ 12. Be responsible for maintaining administrative files and inactive files turned in from all the schools.
- \_\_\_\_\_ 13. Assume additional responsibilities required by law, regulations of the state, policies of the School Board, procedures of the Superintendent and directives of the DAI.
- \_\_\_\_\_ 14. Be familiar with Department of the Army Regulations enough to requisition, file and maintain.
- \_\_\_\_\_ 15. Set up the JROTC Awards Program.
- \_\_\_\_\_ 16. Perform other duties as assigned.

**SECRETARY I – SCHOOL FOOD SERVICE**

**1. DELIVERY SERVICES**

- \_\_\_\_\_ 1. Work with schools to update and maintain computerized student files based on approved free and reduced lunch applications.
- \_\_\_\_\_ 2. Serve as summer feeding program monitor.

**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

- \_\_\_\_\_ 3. Maintain good attendance, punctuality, and confidentiality.
- \_\_\_\_\_ 4. Maintain a cooperative working relationship with others.

**3. SYSTEM SUPPORT**

- \_\_\_\_\_ 5. Serve as Verification Official and complete the verification process annually as required by the United States Department of Agriculture.
- \_\_\_\_\_ 6. Recognize and report problems in source documents to management.
- \_\_\_\_\_ 7. Perform other duties as assigned.

**4. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 8. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- \_\_\_\_\_ 9. \_\_\_\_\_
- \_\_\_\_\_ 10. \_\_\_\_\_

SECRETARY I (Continued)

- \_\_\_\_\_ 11. \_\_\_\_\_
- \_\_\_\_\_ 12. \_\_\_\_\_

**5. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 13. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 14. The accurate and timely filing of all school reports.
- \_\_\_\_\_ 15. The completion of required professional development services.
- \_\_\_\_\_ 16. \_\_\_\_\_
- \_\_\_\_\_ 17. \_\_\_\_\_

**DATA COLLECTION CODES**

O -- Observed  
C -- Collected Data

I -- Clearly Indicated  
NE -- Not Evident

**INTERACTION DATES**

**Formal Observations**

**Informal Observations**

- \_\_\_\_\_ (Date)
- \_\_\_\_\_ (Date)
- \_\_\_\_\_ (Date)

- \_\_\_\_\_ (Date)
- \_\_\_\_\_ (Date)
- \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Signature of Evaluator / Date)