

## **Job Title: SECRETARY**

### **POSITION SUMMARY:**

The secretary works under the direction of the School Administrator or Department Supervisor, depending on location of position, and Director of Schools to perform a variety of clerical and support duties, greets and interacts with the public, works cooperatively with the school staff, students, parents, and performs other duties as assigned.

### **ESSENTIAL FUNCTIONS:**

- Provide a variety of clerical duties including filing, typing, answering phone calls and completing necessary reports
- Establish, maintain and monitor accurate and efficient electronic and manual filing systems
- Compile information from various sources on standardized forms
- Handle confidential information with complete security
- Handle student enrollment, transfers and withdrawals and all associated paperwork
- Conform to all district policies
- Greet visitors to school or office, determining nature of business, as well as directing visitors to destination
- Transcribe or compose drafts, programs, memorandums, communication, and other materials
- Answer telephone and provide the requested information, taking messages, or forwarding calls
- Maintaining office resources, ordering and providing institution resources, when needed
- Provides administrative support to principal or other upper level administrator as needed
- Other duties assigned by the principal or director

### **EDUCATION:**

High school Diploma or equivalent

**REPORTS TO:** School Administrator and/or Department Supervisor and Director of Schools

**WORK CONDITIONS:**

Normal working environment.

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.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

\*\*\*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Rhea County Schools