

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

SECRETARY II

QUALIFICATIONS:

- (1) High School Diploma or equivalent with business / clerical training.
- (2) Four (4) years successful secretarial experience.
- (3) Type forty-five (45) WPM.
- (4) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform detailed office work, including financial functions. Knowledge of office practices and procedures. Ability to use office equipment including computer, typewriter, calculator, copier, fax machine and other related equipment. Good oral and written communication skills exhibiting correct use of grammar, spelling and business English. Knowledge of bookkeeping and basic mathematical skills. Answer telephone calls in a courteous and professional manner. Skill in organization and time management. Ability to establish and maintain positive working relationships with others. Ability to type at a prescribed rate of speed, transcribe and utilize the computer for word processing and other functions. Ability to maintain confidentiality when directed.

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 II (Continued)**PERFORMANCE RESPONSIBILITIES:**

NOTE: The following responsibilities are specific to assigned department.

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) 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.
- * (3) Greet visitors and direct them to appropriate area.
- * (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.

Employee Qualities / Responsibilities

- * (6) Participate in training to update and expand clerical, financial, office practice and interpersonal skills.
- * (7) Maintain harmonious working relationship with others.
- * (8) Maintain good attendance, punctuality, and confidentiality.

System Support

- * (9) Provide stenographic support for professional staff utilizing typing, transcribing and computer skills.
- * (10) Prepare materials for dissemination to school, District staff, parents and community.
- * (11) Organize office to obtain maximum efficient operation.
- * (12) Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- * (13) Collect and compile relevant data for audits, meetings and reports.
- (14) Perform other duties as assigned.

SECRETARY II - WAREHOUSE**Service Delivery**

- * (1) Prepare and type purchase orders (negotiate best low prices available – delivered, or including freight / handling, as needed).
- * (2) Receive items ordered, post inventory, reconcile purchase orders for payment and maintain files (software and paper).
- * (3) Maintain inventory on AS-400 warehouse package for instructional, custodial, furniture and equipment purchase, receiving and distribution through an order system.
- * (4) Provide order blank system for purchases through warehouse.
- * (5) Verify / correct orders, upon receipt of orders, for posting / processing.
- * (6) Prepare, submit and maintain payroll records for warehouse and SFS office.
- * (7) Provide general secretarial / clerical services to Warehouse Foreman.
- * (8) Operate office equipment.
- * (9) Draft all correspondence from the Warehouse Foreman and submit to him for signature. Gather background information as requested.

SECRETARY II (Continued)**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) Maintain knowledge of bid process for preparing bids on consumable classroom supplies and paper, distribute to possible bidders. Record bid openings, tally bids (spreadsheet knowledge) and type recommendations of the Warehouse Foreman to the Superintendent and School Board.
- * (14) Provide customer service to warehouse and back-up the Warehouse Foreman in his duties as necessary.
- * (15) Assist food service and food service delivery men as needed, pick supply orders, handle inventory, unload semi-trucks, drive forklift, pick-up cases and inventory 70 – 100 pounds, use pallet jack (push / pull force).
- * (16) Run errands and other duties as assigned by Warehouse Foreman.
- (17) Perform other duties as assigned.

SECRETARY II – EXCEPTIONAL STUDENT EDUCATION**Delivery Services**

- * (1) Establish and maintain files for exceptional students and personnel.
- * (2) Release records in and out to County school and other agency.
- * (3) Receive and make proper distribution of incoming telephone calls and other inquiries.
- * (4) Assist in scheduling interdisciplinary and private school testing as assigned.
- * (5) Provide record keeping and bookkeeping services as assigned.
- * (6) Assist parents in the usage of available computer software; i.e., HANDS (Human Assistance Network Direction Service).
- * (7) Perform general secretarial and receptionist duties for assigned personnel.
- * (8) Handle purchase orders and mileage for all Exceptional Student Education (ESE) staff.

Employee Qualities / Responsibilities

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

System Support

- * (12) Organize and maintain up-to-date catalogs and periodicals and media information for assigned personnel.
- * (13) Type purchase orders for assigned personnel and other itinerate teachers.
- * (14) Type and produce manuals, presentation materials and reports as requested.
- * (15) Assist in obtaining information relevant to exceptional students.
- * (16) Maintain an up-to-date calendar of program activities.
- (17) Perform other duties as assigned.

SECRETARY II – MAINTENANCE**Service Delivery**

- * (1) Type purchase orders.
- * (2) Follow through on purchase orders.
- * (3) Answer telephone and route messages to proper maintenance department.
- * (4) Maintain calendar and schedule of work.
- * (5) Prepare and handle all correspondence.

SECRETARY II (Continued)

Employee Qualities / Responsibilities

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

System Support

- * (9) Maintain required files.
- * (10) Assist in budget procedures.
- (11) Perform other duties as assigned.

*Essential Performance Responsibilities