



Mobile County PUBLIC SCHOOLS

Job Description Title – CENTRAL OFFICE SECRETARY/CLERK

SUPERVISED BY/REPORTS TO: Assistant Superintendent, Executive Manager, Director, Department Supervisor, or his/her designee.

FLSA Designation: Non-exempt

QUALIFICATIONS:

- Must be a high school graduate from a regionally accredited school with a high school transcript or have GED equivalent and evidence of computer experience on application to be considered for the position.
- Secretarial, clerical, and/or bookkeeping training preferred.
- Must be computer knowledgeable with expertise in Windows, Microsoft Office Programs: Excel, Word, Access, or other comparable or similar software.
- Must take an Office Basic Skills Test.
- Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Good general health, clean in attire and professional in appearance.
- Demonstrated proficiency in oral and written communication skills.
- Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
- Ability to be punctual and maintain regular attendance.

PREFERRED QUALIFICATION: Previous experience as a secretary or clerk.

SPECIFIC QUALIFICATIONS:

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, and ability to work cooperatively with others. Must provide excellent customer service.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee:

- The employee may be frequently required to sit, walk, or stand for possible long periods of time.
- Must have physical strength, agility, dexterity, acuity, reflexes, grasping, pushing, pulling, lifting, bending, kneeling, twisting, crouching and overall mobility to perform job responsibilities. Must be able to lift 10 to 20 lbs.
- Must be able to hear and speak to exchange information with a level of proficiency and volume to be understood over a telephone, office intercom and in face-to-face public contacts.
- Must be able to read small print (budget printouts and forms).
- View a computer screen for prolonged periods.
- Have tolerance to be exposed to noisy conditions.

- Work independently and perform assigned tasks in accordance with deadlines and standards with minimal direction or review of work.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Serves as secretary in support of assigned administrative functions; receive, screen and route telephone calls; take, retrieve, and relay messages as needed; schedule and arrange appointments, conferences, meetings, and other events.
2. Receives visitors, including administrators, staff, parents, and the public; aid or direct to appropriate staff; respond to inquiries and provide information and assistance related to school operations, activities, standards, requirements, timelines, policies and procedures.
3. Compiles information and prepare and maintain a variety of records, logs, files and reports related to departmental business; establish and maintain filing systems; review, revise, verify and proofread a variety of documents.
4. Composes, independently or from oral instructions, note or rough draft, a variety of materials such as interoffice communications, forms, letters, memoranda, fliers, bulletins, agenda items, requests, work orders and other materials.
5. Inputs and updates a variety of data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, and generate various computerized lists, documents, and reports; assure accuracy of input and output data.
6. Communicates with District staff, parents, outside organizations and the public to exchange information and resolve issues or concerns; request, verify and provide documents and information as needed.
7. Operates a variety of office equipment such as a calculator, copier, fax machine, computer and assigned software.
8. Arranges for technical support, servicing, and effective operation of office technology and office machines assigned.
9. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in the areas of responsibility.
10. Ability and willingness to work in a highly demanding, stressful environment.
11. May receive, sort, and distribute departmental mail as assigned.
12. Process conference requests and related paperwork and arrange travel reservations if assigned.
13. Maintains appropriate confidentiality regarding Central Office, school/workplace matters.
14. Attends all required training meetings and workshops.
15. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
16. Reports absences and takes leave in accordance with Board policies and procedures.
17. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
18. Works well with all administrators, teachers, and other members of the team.
19. Demonstrates support for the school system and its vision, goals, and priorities.
20. Attendance and punctuality are essential job functions.
21. Performs other duties assigned by supervisor or administrator.

OTHER DUTIES:

- Maintains electronic and/or physical files.
- Enters information in the computer with near perfect accuracy.

LANGUAGE SKILLS:

Ability to read and interpret documents including safety rules, attendance instructions, and school and district procedure manuals. Ability to write routine reports and correspondence. Appropriate English usage, spelling, grammar, and arithmetical concepts.

REASONING ABILITY:

Ability to apply common sense to carry out detailed written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

OTHER REQUIRED SKILLS and ABILITIES:

- Ability to work in a friendly manner with co-workers and supervisors.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ✓ Works in a standard office environment.
- ✓ May face constant interruptions.
- ✓ Maintain emotional control under stress.
- ✓ Repetitive hand motions.
- ✓ Must be goal/task oriented.
- ✓ Must be able to multi-task.
- ✓ Work independently.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Assistant Superintendent, Executive Manager, Department Supervisor, or his/her designee.

TERMS OF EMPLOYMENT

12-months (260 days) 8 hours per day. Daily work schedule is normally 8:00 a.m. until 4:30 p.m. (hours may vary in the Summer) but will be determined by the Department Supervisor or his/her designee. The employee receives a 30-minute break (off the clock) and two 15-minute breaks (on the clock), one prior to Lunch and one after Lunch. The supervisor may elect for the employee to have a full hour for lunch. When that occurs, the employee is not eligible for the two 15-minute breaks. Work schedules are subject to change.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.