

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

SECRETARY II

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. 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.

2. 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.

3. 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

1. 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.

SECRETARY II (Continued)

- _____ 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.

2. 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.

3. 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 deliverymen 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

1. 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.

2. 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.

SECRETARY II (Continued)

3. 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

1. 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.

2. 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.

3. SYSTEM SUPPORT

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

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 12. 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.
- _____ 13. _____
- _____ 14. _____
- _____ 15. _____
- _____ 16. _____

SECRETARY II (Continued)

5. ASSESSMENT AND OTHER SERVICES

- _____ 17. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 18. The accurate and timely filing of all school reports.
- _____ 19. The completion of required professional development services.
- _____ 20. _____
- _____ 21. _____

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)