

AUTAUGA COUNTY BOARD OF EDUCATION  
PERSONNEL DEPARTMENT  
153 West Fourth Street  
Prattville, Alabama 36067

**POSITION ANNOUNCEMENT**

July 28, 2021

**The Autauga County Board of Education is now accepting applications for the position of:** Secretary/Receptionist at Central Office

**Job Description:** Please see the attached Autauga County Board of Education job description for this position.

**Qualifications:** Please see the attached Autauga County Board of Education job description for this position.

**Effective Date:** Following Board Action

**Salary:** \$31,482 - \$34,196 (Based on ACBOE approved salary matrix)

**Contract Length:** 240 days (12 months)

**Application Information:** Go to <http://www.alsde.edu/TeachinAlabama/> to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

**Application Deadline:** August 4, 2022 or until filled

*The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.*

1 Attachment  
1. Job Description

SECRETARY/RECEPTIONIST  
(Central Office)

JOB TITLE: Secretary/Receptionist

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Superintendent of Education or His/Her Designee

QUALIFICATIONS:

Post high school education with successful experience in working with educational agencies in the same or similar capacity preferred. Ability to utilize Microsoft Word and Excel proficiently and the ability to communicate professionally in an oral and written manner. The Secretary/Receptionist must possess PR skills and be able to work with professional educators and the public at large and perform the job duties in a satisfactory manner.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Greet and welcome guests as soon as they arrive at the office.
2. Answer, screen, and forward incoming phone calls accordingly.
3. Receive the public and answers questions, in person and by telephone; respond to inquiries from employees, citizens and others and refers, when necessary, to the appropriate person or department.
4. Maintain confidentiality.
5. Ensure reception area is tidy and presentable.
6. Put out messages to staff.
7. Enter Central Office requisitions and place orders as needed.
8. Open mail and maintain log of checks received.
9. Serve as the primary point of contact for all Central Office copier issues.
10. Receive, sort, and distribute all mail and packages.
11. Stamp and send mail for central office when requested.
12. Maintain school mail pick-up and sign-out sheets.
13. Compose, copy, type and edit correspondence, reports, memoranda and other material for Student Services Director and Curriculum/Instruction Director when requested.
14. Perform secretarial duties for Central Office Administrators as requested.
15. Perform any other duties as assigned.

JOB GOAL:

To operate the front desk in a manner that ensures that the business of the agency and the perception of the public concerning the agency is of the highest possible quality. To ensure that adequate supplies are on hand and to work with the Directors, Supervisors, Coordinators, Principals, and other staff members in carrying out designated functions in the Autauga County School System.

SOURCE: Autauga County Board of Education, Prattville, Alabama

ADOPTED: March 27, 1986; Revised: April 29, 1999; Revised Nov. 30, 1999; Revised Aug. 30, 2018,