

## SCHOOL DISTRICT OF ALACHUA COUNTY

### SECRETARY -- ADMINISTRATIVE

#### JOB DESCRIPTION

**FLSA:** Non-Exempt

**BARGAINING UNIT** Yes

**ELIGIBILITY:**

**PAY GRADE:** 26

**SALARY SCHEDULE:** Education Support Professionals

#### QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of three (3) years successful secretarial/clerical experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate a computer and utilize software applications for word processing, databases, spreadsheets, and other functions. Knowledge of office procedures and the operation of office machines and equipment. Ability to exercise independent judgment. Ability to establish and maintain effective working relationships with students, parents, school personnel and the public. Ability to efficiently and effectively manage multiple tasks in stressful situations. Ability to communicate effectively both orally and in writing. Ability to maintain confidentiality. Ability to compose effective and accurate correspondence and to deal with non-routine matters with minimum instruction. Ability to keep records and reference files, to assemble and organize data, and to prepare composite reports from such data.

#### REPORTS TO:

Work-Site Supervisor

#### JOB GOAL

To perform a wide variety of skilled secretarial duties and responsibilities efficiently and effectively in support the work-site operations.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Assist supervisor by planning, initiating, and completing clerical, secretarial, and administrative office activities.
- \*(2) Make arrangements for meetings and conferences including space, time and place.
- \*(3) Receive and route telephone calls; answering questions which may involve the interpretation of policies and procedures.
- \*(4) Maintain administrator's calendar as required; schedule meetings and conferences.
- \*(5) Proofread and edit outgoing correspondence.
- \*(6) Perform budgeting and finance functions as assigned.
- \*(7) Coordinate travel arrangements for administrator as required.
- \*(8) Assist in the development and preparation of materials for meetings or submission to the School Board.
- \*(9) Serve as the recording secretary for meetings and conferences as required.

## SECRETARY -- ADMINISTRATIVE (Continued)

- \* (10) Perform data entry, retrieval, and distribution functions.
- \* (11) Review and verify complex statistical and other reports for completeness and accuracy of computations; determine conformity to establish requirements and personally follow-up the more complicated discrepancies.
- \* (12) Maintain updated and accurate files of general correspondence and business documents.
- \* (13) Maintain data, statistics and other information and prepare reports as required.
- \* (14) Operate standard office equipment as required by assignments.
- \* (15) Open, date, and distribute incoming mail.
- \* (16) Serve on school/district committees as required or appropriate.
- \* (17) Adhere to applicable safety standards.
- \* (18) Attend all staff meetings and workshops.
- \* (19) Assist with maintaining a clean and orderly environment.
- \* (20) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \* (21) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \* (22) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \* (23) Demonstrate initiative in the performance of assigned responsibilities.
- \* (24) Demonstrate support for the school district and its goals and priorities.
- \* (25) Exhibit interpersonal skills to work as an effective team member.
- \* (26) Follow attendance, punctuality and proper dress rules.
- \* (27) Maintain confidentiality regarding school/workplace matters.
- \* (28) Maintain expertise in assigned area.
- \* (29) Manage time efficiently.
- \* (30) Model and maintain high ethical standards.
- \* (31) Participate in cross-training activities as required.
- \* (32) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (33) Prepare all required reports and maintain update and accurate records.
- \* (34) Represent the District in a positive and professional manner.
- \* (35) Respond to inquiries and concerns in a timely manner.
- (36) Perform other duties as assigned.
- \* (37) May be required to work beyond the 40-hour week.

### *\*Essential Performance Responsibilities*

### **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 Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

## SECRETARY -- ADMINISTRATIVE (Continued)

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### Job Description Addendum No. 05

Adopted 8/2/11