

SCHOOL DISTRICT OF ALACHUA COUNTY

SECRETARY

JOB DESCRIPTION

JOB CODE: 614910, 630911, 630914,
730912, 730913, 771911,
773911

BARGAINING UNIT Yes
ELIGIBILITY:

FLSA: Non-Exempt

PAY GRADE: 24

SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of one (1) year successful secretarial/clerical experience, including data entry.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of school board policies and procedures as they related to job responsibilities. Knowledge of basic office procedures. Skill in the operation of office equipment. Proficient typing skills. Skill in the use of computer applications including word processing, databases, spreadsheets, and other functions. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with parents, students, staff, administrators, and the public.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To perform secretarial and clerical duties efficiently and accurately in support of the work-site operations.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform a variety of secretarial/clerical duties.
- * (2) Receive and route telephone calls, answer routine questions, greet visitors, ascertain nature of business and direct visitors to appropriate persons.
- * (3) Compose routine correspondence; type correspondence, memoranda, reports, and other materials.
- * (4) Maintain an alphabetical, numerical or simple subject matter filing system.
- * (5) Enter electronic data.
- * (6) Maintain data, statistics and other information and prepare reports as required.
- * (7) Perform office routines and practices as assigned.
- * (8) Operate standard office equipment such as typewriter, calculator, computer, copier, fax machine and others.
- * (9) Arrange conferences and/or appointments for administrators.
- * (10) Serve on school/district committees as required or appropriate.
- * (11) Adhere to applicable safety standards.

SECRETARY (Continued)

- * (12) Attend all staff meetings and workshops.
- * (13) Assist with maintaining a clean and orderly environment.
- * (14) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (15) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (16) Demonstrate initiative in the performance of assigned responsibilities.
- * (17) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (18) Demonstrate support for the school district and its goals and priorities.
- * (19) Exhibit interpersonal skills to work as an effective team member.
- * (20) Follow attendance, punctuality and proper dress rules.
- * (21) Maintain confidentiality regarding school/workplace matters.
- * (22) Maintain expertise in assigned area.
- * (23) Manage time efficiently.
- * (24) Model and maintain high ethical standards.
- * (25) Participate in cross-training activities as required.
- * (26) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (27) Prepare all required reports and maintain updated and accurate records.
- * (28) Represent the District in a positive and professional manner.
- * (29) Respond to inquiries and concerns in a timely manner.
- (30) Perform other duties as assigned.
- * (31) 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.

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