

POSITION DESCRIPTION

Employee Name:		Position Title:	Secretary, High School
Class Title:	Secretary		
Class Number:	12151	Position Number:	

Dept./Div.:		Civil Service Status:	Classified
Reports To:	Building Principal	Employment Status:	Full-Time (209 days)
Pay:	According to Secretary Salary Schedule	FLSA Status:	Non-exempt

QUALIFICATIONS:

Completion of secondary education, supplemented by any combination of training and/or experience which evidences bookkeeping, computer operation, and typing abilities: must pass criminal background check.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Assists with preparation, recording, and filing of building and student records; works on CTE reporting; works on Webxam uploads and reporting; maintains post-secondary students' and their schedules; maintains free and reduced lunch list; maintains and runs grade card programs and prints grade cards; posts Honor Rolls; prints and files student transcripts; maintains ACT and SAT screens; helps print and design certificates for various awards; enters summer school credits and 8th grade credits; maintains senior list; assists teachers, students, and parents with DASL and Progressbook concerns.
2. Maintains book fee waivers; maintains fee lists in DASL; helps with collecting student fees and enters in DASL; distributes and organizes school supply orders for staff.
3. Assists with school communications; attends meeting with A site for the beginning of the year processing, provides a copy of the assigned responsibilities and points out any changes that have been put in place; attends meeting with A site for the end of year processing; coordinates with Herff Jones for class rings, cap and gowns, diploma certificates, and diploma covers; coordinates and produces graduation program and tickets; assists on graduation day; assists with front desk and phone calls; assists with attendance when needed.
4. Types, retrieves, copies, and distributes various records and documents (e.g., forms, reports, correspondence, etc.).

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5. Maintains office equipment and assists staff members with operation of same (e.g., replaces toner, clears jams, cleans glass, replaces paper, etc.); takes care of minor repairs to office equipment or calls repairmen to service the equipment.
 6. Sorts and distributes mail.
 7. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES: necessary to perform duties (* indicates developed after employment).

1. Assists with nursing responsibilities as needed.
2. Performs other specific duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: organizational policies and procedures*; office practices and procedures; secretarial techniques and procedures; bookkeeping procedures; grammar; spelling; public relations.

Skill in: computer operation; operation of office equipment; typing; data entry; word processing.

Ability to: carry out instructions in written and/or oral form; perform basic mathematics; copy records accurately; communicate effectively; arrange items in alphabetical or numerical order; maintain records according to established procedures; answer routine telephone inquiries; develop and maintain effective working relationships; maintain discretion in handling confidential matters and correspondence.

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EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, copy machine, calculator, telephone system, fax machine, postage meter, credit card machine, PA system.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

(Approval of Appointing Authority)

(Date)

My signature below acknowledges that I have received a copy of my position description.

(Employee Signature)

(Date)

ADOPTED: __/__/__ REVISION#: __/__/__ APPROVED BY: _____
