

TITLE: SECRETARY – LOCAL SCHOOLS

QUALIFICATIONS:

1. Minimum of high school diploma
2. Background in secretarial science
3. Accurate typing/computer skills
4. At least two years' experience in computer operations in the secretarial/office field
5. Ability to deal politely and effectively with employees and the general public in various situations
6. Background clearance according to state guidelines

REPORTS TO: Building Principal

JOB GOAL: To maintain an efficient, well-organized office that will expedite the related services for programs and schools in Florence.

PERFORMANCE RESPONSIBILITIES:

1. Performs the office routines and practices associated with the school.
2. Operates all equipment in the office (computer, copier, postage meter, etc.).
3. Receives and processes messages for the school.
4. Assists other employees with matters related to the office functions.
5. Assists individuals entering the school office.
6. Obtains, gathers and organizes pertinent data as needed.
7. Maintains a filing system and processes incoming correspondence as needed.
8. Orders and maintains supplies as directed by school administrator.
9. Maintains schedules of appointments and makes arrangements for any event as directed by school administrator.
10. Responds to questions and requests from the school staff and administrators.
11. Assists in the preparation of all reports, directories or surveys as requested by administrator.
12. Compiles inventory of equipment as appropriate in department.
13. Coordinates with other secretaries in the schools to provide smooth operations in the office.
14. Relieves other secretaries as needed during lunch break.
15. Performs such other duties as may be assigned by school administrator.

TERMS OF EMPLOYMENT: Twelve-month year (or ten months as defined by salary schedule). Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Florence City Schools

Approved by Board of Education 10-11-16