

**PROBATIONARY EMPLOYEES ARE NOT ELIGIBLE TO APPLY
FOR VACANCIES DURING THEIR PROBATIONARY PERIOD.**

**All education that is indicated on your application must be supported
by attaching a scanned copy of your high school diploma,
high school transcript or college transcript.**

Department: Curriculum, Instruction & Innovation (Elem/Sec English/LA)

Required Qualifications:

- High school diploma or equivalent (G.E.D.).
- Five (5) years of secretarial experience.
- Demonstrates proficiency in the use of office technology to meet administrative needs.
- Demonstrates proofreading proficiency, and creation of a table in a word processing program.
- Demonstrates ability to effectively use word processing, database, spreadsheet, and email software.
- Demonstrates ability to maintain confidentiality.
- Demonstrates ability to communicate clearly and concisely in oral and written form.
- Demonstrates ability to work under pressure and maintain flexibility.
- Demonstrates strong human relations skills.
- Demonstrates proficiency in business math.
- Capable of performing the essential functions of the position, with or without reasonable accommodations.

Preferred Qualifications:

- Working knowledge of the general organization and functions of the major units of FCPS.
- Demonstrated ability to manage the office, train, and supervise others.
- Demonstrated ability to anticipate work demands and to be pro-active.
- Demonstrated evidence of continuous professional growth.
- Demonstrated strong human relations skills, with adults and students, which have created a positive and inviting work environment.
- Demonstrated ability to work independently with a minimum of supervision.
- Familiarity with the FCPS policies, goals and programs.

Essential Functions:

Under the direction of the one or more central office administrators, this position provides secretarial support for a variety of functions as they are relevant to the assignment. This position requires a high level of secretarial skill and experience. Reporting directly to their central office administrator, the Administrative Secretary performs the following duties:

- Uses experience and judgment to resolve problems and prioritize work on behalf of the office.
- Maintains proficiency in the use of technology to meet administrative needs.
- Maintains property accountability.
- Maintains financial records, grants and payroll records/reports.
- Composes routine correspondence.
- Orders and receives supplies and checks invoices.
- Prepares, types, and proofreads materials.
- Effectively uses automated systems.
- Maintains hard copy and electronic filing systems for data.
- Answers telephone, takes messages, greets visitors, makes appointments, and gives information.
- Distributes mail and supplies.
- Prepares materials for meetings, conferences, and workshops.
- Operates various office machines and trains others.
- Assists in scheduling use of facilities.
- Performs other duties as assigned by the central office administrator.

Salary:

- Support Salary Scale, Grade 8, 12-month position (243 days, 7 hours / day)
- Starting Salary \$16.63 / hour