

Richland School District Two

JOB DESCRIPTION **(Revised November, 2012)**

JOB TITLE: Secretary IV

FLSA Status: Non-Exempt

Pay Grade: Support Schedule, Grade 11

Days of Work: 240 or Varied

GENERAL STATEMENT OF JOB

Under limited direction, provides responsible administrative support to immediate supervisor and assigned location or division. Exercises independent judgment in interpreting and explaining policy, scheduling activities, coordinating office functions, administering support for district programs, handling special projects and problems, etc. Reports to assigned administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for implementing, maintaining, and/or monitoring office, school, and/or district recordkeeping systems; develops and maintains reports, presentations, databases, etc. May develop and track records, reports and information related to incidents, accidents, average daily attendance, test scores, etc.

Compiles and analyzes data and prepares related statistical reports. Develops, analyzes and/or maintains various charts, graphs, forms, spreadsheets, databases, etc. using a variety of automated software applications. Completes forms or other documentation which could include purchase orders, supply orders, conference/travel claims, mileage claims, timesheets, rosters, etc.

Develops or organizes various materials including letters, memoranda, bulletins, claims, reports, statistical data, etc. from rough drafts, oral or written directions, or other sources. Manages various special projects as assigned.

Researches and resolves various concerns or discrepancies; responds to complaints and inquiries or refers them to the appropriate persons and/or departments; interprets school district policies, rules and regulations in response to queries of a routine or non-routine nature.

Maintains or assists in maintaining accounting records for assigned school(s), department(s), or budget(s); processes purchase orders and invoices; maintains accurate records of expenditures and balances. Tracks and compiles financial data and budget information as required. Orders, controls, and/or monitors departmental supplies and equipment as assigned.

Acts as a liaison between the school or department and internal or external customers by conveying information concerning rules, regulations, policies, and laws; addresses standard inquiries by letter, phone, e-mail, fax, or personal contact.

May coordinate the transfer of information between the site/program and outside agencies and districts; explains and enforces district policies and requirements, communicating as appropriate with assigned supervisor.

Interacts with various levels of management, business persons, government officials, agencies, and the general public. May provide clerical or administrative assistance as a back-up to other departmental or division staff.

Provides secretarial support by performing such duties as answering, screening and directing telephone calls; screening incoming mail; typing; developing and maintaining a central filing system; directing visitors; scheduling meetings; taking minutes, etc.

Operates general office equipment such as a computer, printer, copier, calculator, facsimile machine, telephone system, etc.

Willingly performs other duties as assigned or requested.

MINIMUM TRAINING AND EXPERIENCE

Associate degree in secretarial science or business school graduate with six to nine years of responsible secretarial and administrative support experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid South Carolina driver's license.

JOB REQUIREMENTS

Knowledge:

Extensive knowledge and proficiency with Microsoft Office applications including Word, Excel, PowerPoint and Access. Extensive knowledge of Business English, spelling, punctuation, mathematical computation and possession of an excellent vocabulary. Extensive knowledge of departmental policies, procedures, and operations. Extensive knowledge of the principles of office management and of modern office procedures, systems and equipment. Extensive knowledge of spreadsheet analysis, and database design/operations. Extensive knowledge of word processing, e-mail, electronic file management, the Internet, and reporting and presentation software. Extensive knowledge of the records and reports which must be prepared and maintained. Advanced knowledge of district bookkeeping practices. Advanced knowledge in maintaining confidentiality of information of a sensitive and confidential nature.

Skills/Effort:

Ability to analyze varied and complex functions, processes and tasks for the preparation of varied and complex records and reports. Advanced skill in compilation and/or research methods and analysis techniques. Ability to maintain high standards of accuracy in exercising duties. Ability to anticipate work to be completed and initiate proper and acceptable direction for completion of work with little to no supervision and instruction. Ability to work independently on responsible and confidential assignments and complex administrative tasks. Ability to type clear copy at the minimum required rate. Demonstrates high level of skill in the use of general office equipment such as calculators, word processors, typewriters, computer, switchboard, etc. Ability to make arithmetical computations and tabulations with speed and accuracy. Outstanding verbal communication, organization, time management and telephone skills. Ability to handle frequent interruptions and difficult and stressful situations in a professional and appropriate fashion.

Additional Physical, Cognitive, and Other Requirements:

Duties involve sedentary work that includes some standing or walking. Must be able to talk, read and hear, and effectively perceive and exchange information in a variety of oral, written and/or printed formats. Must be able to record and exchange data, and follow or deliver detailed verbal or written instructions. Duties require the ability to prepare various records and reports and enter data in correct form including proper spelling, punctuation, and grammar. Must be able to compare and analyze information in numeric or symbolic form, and appropriately process color, depth and spatial relationships. Must have sufficient hand, eye and foot coordination to use or operate standard office equipment, items, and supplies. Duties of the job require routine keyboard operations and the frequent use of a computer monitor and related equipment.

Duties may involve the pushing, pulling and/or lifting of items weighing up to 25 pounds and the exertion of up to 10 pounds of force on a recurring basis.

Working Conditions:

Conducts duties in an office environment with little significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require constant attention and meeting deadlines. Physical demands are restricted to office work requiring the lifting/moving of items weighing up to 25 pounds. Routine local travel is required; no overnight travel is required. Job requires the operation of standard office equipment including the frequent use of a computer, monitor and related equipment for long durations.

Responsibility:

No direct budgetary or supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

EEO STATEMENT

Richland School District Two is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

SIGNATURES/APPROVAL:

_____	Date: _____
_____	Date: _____
_____	Date: _____