

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Head Secretary (C)

FLSA: Non-exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and performs various routine to complex secretarial, bookkeeping and clerical work to ensure efficient and effective office operations; provides assistance to supervisor, co-workers, students and the general public in ensuring that the district vision, mission and goals are achieved. Secretary reports to school principal or other assigned administrator.

ESSENTIAL FUNCTIONS

Assists supervisor and other department staff by performing a variety of secretarial and clerical duties, which may include but not limited to composing or typing routine reports and correspondence, researching and compiling data, maintaining inventory of office supplies and equipment, scheduling meetings and maintaining calendars, maintaining computer record-keeping operations, establishing and maintaining filing systems;

Attends meetings as required; records, transcribes, prepares and distributes meeting minutes; prepares meeting agendas;

Prepares, types, processes, copies, files, transmits and/or mails various routine and confidential letters of correspondence, applications, forms, records and reports;

Performs routine clerical duties as necessary, including copying and filing documents, collating materials, faxing information, maintaining logs and mailing lists, processing mail, ordering supplies, etc;

Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate staff person; greets office visitors and performs customer/public service duties as required;

Procures and monitors inventory of goods and equipment;

Performs computer data entry to record and retrieve information; maintains databases; generates computer reports as required;

Registers new students;

Maintains assigned student records with completeness, accuracy and confidentiality;

Makes arrangements for substitute teachers as needed;

Makes daily announcements over public address systems;

May coordinate with vendors for school pictures, identification cards and other special projects or opportunities;

Responds to inquiries and requests for assistance from school personnel, parents, other districts and agencies, and the general public;

May provide instruction and leadership to office assistants, student helpers and others as assigned;

Receives, reviews, prepares and/or processes various documents, which may include school records, student records, teacher records, invoices, inventory records, spreadsheets, deposit slips, attendance records, work orders, budget documents, requisitions and other procurement documents, schedules, newsletters, meeting agendas and minutes, various reports, logs, lists, forms memos and correspondence;

Interacts and communicates with a variety of individuals and groups, which may include the immediate supervisor, other District administrators and staff, school personnel, students, parents/guardians, sales representatives, various outside organizations and professionals, and the general public;

Assists with routine health room duties as required; calls parents/guardians regarding student health as necessary;
Monitors students in cafeteria and during other activities as requested; and
Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Job requires a high school diploma or equivalent with a degree in Business or three years of verified secretarial, business or technical related experience.

Knowledge:

Job requires knowledge of Business English, grammar, spelling, punctuation, mathematical computation; working knowledge of departmental policies, procedures, and operations; general knowledge of the principles of office management and of modern office procedures, systems and equipment such as typewriters, calculators, word processors; and knowledge of the records and reports which must be prepared and maintained.

Skills/Effort:

Job requires ability to maintain standards of accuracy in exercising duties; ability to work on confidential assignments and secretarial tasks; ability to type clear copy at the minimum required rate; skill in the use of general office equipment such as calculators, word processors, typewriters, computer, switchboard, etc; and good written and verbal communication, organization, mathematical, organizational, and telephone skills.

Working Conditions:

Working condition is in an office environment with no significant exposure to environmental conditions. Job requires ability to work under a degree of stress related to duties that required constant attention, and meeting deadlines. Physical demands are restricted to office work requiring lifting/moving of items up to 35 pounds. Job requires the operation of standard office equipment. Nature of job requires frequent use of computer and monitors for long durations. Berkeley County School District is a smoke free district.

Responsibility:

Budgetary responsibilities

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.

SIGNATURES:

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