

# Secretary to Counselors Job Description

**Salary:** Grade 55

**Reports to:** Principal

**Job Summary:** Performs work, including but not limited to carrying out clerical duties; performing administrative duties; conducting bookkeeping operations. Provides executive secretarial support to school counselor(s) and/or school principal.

## **QUALIFICATIONS:**

1. High school diploma or equivalent

## **PERFORMANCE RESPONSIBILITIES:**

1. **Performs administrative and clerical duties.** Arranges conferences and interviews; copies materials; distributes public information material; maintains files, forms, and records; maintains office supply inventory; orders office supplies; places maintenance calls; performs minor office equipment repairs; processes incoming mail and telephone calls; and transmits electronic messages. Assists counselors and principals in routine matters; assists with student transfers and transcript preparation;
2. **Performs record keeping and data entry.** Collects, records and maintains student data, makes data entry into computer.

## **KNOWLEDGE AND SKILLS:**

1. Knowledge of office procedures and the operation of common office equipment and machines
2. Knowledge of county and school policies and procedures
3. Knowledge of handling all types of typing/keyboarding, routine correspondence and mail related tasks
4. Coordinating skills to organize written records and information, scheduling appointments and activities, and to maintain files.
5. Administrative skills to perform related tasks and duties
6. Communication skills to converse with students, staff and parents
7. Computer skills to install software programs
8. Manual skills for minor repair of office equipment
9. Software/word processing skills to generate forms for data collection, calendars, newsletters, correspondence, agendas and spreadsheets

## **Equipment:**

- Equipment used includes computer, copier, fax machine, and other standard office equipment

## **Safety of Others:**

- Little responsibility for the safety of others

## **Work Direction:**

- Work includes varied duties requiring many different and unrelated processes
- Work is directed by precedents or broad policy

**Decision Making:**

- Employee utilizes a large variety of guidelines, some of which may be technical and require interpretation, to analyze facts and determine the correct procedure to use

**Problem Solving:**

- Incumbent plans and carries out successive steps and resolves problems and deviations in accordance with policies and accepted practices

**Communication:** (within and outside of the organization)

- Contacts are made with school district employees, students, parents and the general public to obtain or relay factual information

**Working Conditions:**

- Work is performed in an office environment
- Regular data entry function could cause carpal tunnel syndrome and/or eye strain; ordinary care and precaution are required.

**Physical:**

- Work is essentially sedentary

**TERM OF EMPLOYMENT:** 10 Months

**EVALUATION:** Performance will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**INSTRUCTIONS TO APPLICANTS:** Follow the Hiring Process instructions on the Buncombe County Schools' website: [www.buncombeschools.org/hiringprocess](http://www.buncombeschools.org/hiringprocess)

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