

Job Description



Job Title: SECRETARY (SCHOOL BASED)

FLSA Status: NON-EXEMPT

Salary Schedule/Days: SUP

Location/Department: SCHOOL BASED

Retirement Plan: TRS

POSITION SUMMARY

Under the direct supervision of school system administrators, and using standardized procedures, perform routine and basic administrative support duties as assigned.

QUALIFICATIONS

Education, Experience, and Other Requirements:

- High School Diploma or state-approved High School Equivalency (HSE).
- Minimum of six (6) months of experience in an administrative support position.
- Knowledge of standard office software and digital platforms.
- Ability to multitask in a fast paced environment with frequent interruptions and distractions.
- Proven ability to work with others in a confidential, cooperative, and service-oriented manner; excellent listening and communication skills.
- Must be regularly, predictably, and reliably at work.
- Ability to be present at the physical worksite.
- May be regularly required to walk, stand, sit, crouch, crawl, push/pull, and lift up to 50lbs.
- Must be able to properly and consistently supervise students, particularly during emergency situations.

ESSENTIAL DUTIES

- Receive and screen office visitors and telephone calls; identify matters requiring priority handling and inform supervisor.
- Receive and respond to inquiries and concerns from the public; refer problems to the appropriate staff person for resolution.
- Perform general clerical and secretarial functions such as typing, copying, and filing documents, processing various forms and applications, collating materials, scheduling appointments and maintaining the supervisor's calendar as required, maintaining records and files, processing mail, and ordering supplies.
- Maintain paperwork which may include attendance and payroll records, duty assignments, absence requests, monthly travel requests and reimbursements.
- Prepare meeting agendas, record minutes at meetings, and prepare physical setting for meetings.
- Maintain integrity of confidential information related to students and staff.
- Attend to student needs as required.
- Perform other duties as assigned.

Reviewed By: HEATHER GORDY (APPROVED)

Date: 1/2/2025

Approved By: DERRICK HERSHEY

Date: 1/2/2025

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