



**Gilmer County Schools
Job Description**

Job Title: Secretary	Division/Department: School-Level
Reports To: Principal	Classification: Classified
Contract Work Days: 190-200	Pay Type: Hourly-Non-Exempt
Retirement: TRS	Adopted: October 2024

Position Summary:

Provide a variety of skilled secretarial duties involving sub-administrative responsibilities and judgments to relieve supervising personnel of routine office procedures in a responsible and accurate manner.

Minimum Requirements/Qualifications:

- Minimum of a High School Diploma or state-approved high school equivalency (HSE), required.
- One to two years of general clerical experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities required.
- Strong computer/technical skills, including the use of Microsoft Office programs, Microsoft Outlook, and Google Docs and Google Drive.
- Exceptional integrity, commitment to confidentiality, excellent character, and strong professional reputation.
- Ability to abide by the Georgia Professional Standards Code of Ethics for Educators.
- Must be regularly, predictably, and reliably at work.
- Ability to be present at the physical worksite.
- Must perform tasks involving prolonged periods of standing, walking, and sitting.
- Must perform routine physical activities such as bending and lifting/pushing/pulling up to 50 pounds.
- Must be able to properly and consistently supervise students, particularly during emergency situations.
- Vision, hearing, written, and verbal communications are essential factors in performing required tasks.

Essential Duties and Responsibilities:

- Perform clerical duties by answering the telephone, assisting and directing callers, and greeting, announcing, or routing visitors.
- Perform general clerical and secretarial functions, including but not limited to accurate and thorough typing, copying, and filing documents, processing various forms and applications, collating materials, scheduling appointments and maintaining the supervisor's calendar, scheduling tasks as required by site responsibilities, maintaining records and files, processing mail, ordering supplies, etc.
- Receive and respond to inquiries and concerns from the public; refer problems to the appropriate staff person for resolution.
- Attend and/or make arrangements for meetings or special events as requested.

- Process new and withdrawing students as required.
- Maintain student records as required.
- Maintain integrity of confidential information related to students and staff.
- Create and maintain correspondence as assigned.
- Attend to student needs as required.
- Assist supervisor(s) and other staff persons with special projects as assigned.
- Maintain integrity of confidential information related to district and division operations.
- Interact and communicate effectively with various groups and individuals such as school administrators and staff, co-workers, students, parents, outside government/business/community agencies, sales representatives, service/repair persons, and the general public.
- Provide exceptional customer service on a daily basis, and maintain professional practices.
- Carry out duties in accordance with federal and state laws, and established state and local school board policies, regulations and practices.
- Perform other duties and responsibilities as assigned.

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Director of Human Resources.) It should also be noted that the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.