

Griffin-Spalding County School System

Title: Department Secretary-Student Services Job Class 487A Job Details: 230 days/Non-Exempt/Full-Time Updated: 12/10/2024 Reviewed: 12/10/2024	Category: Secretarial/Clerical Reports To: Director of Student Services Salary Schedule: Classified Pay Grade: GN Salary Range:\$28,060-\$50,508
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JOB SUMMARY

This position serves as confidential secretary to the Department Director; works within parameters in communicating information, problem solving, and otherwise facilitating the support of the educational process; and works cooperatively with stakeholders to support the excellent educational experience for all students.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Meets and interacts with stakeholders in routine situations utilizing tact, discretion and courtesy
- Types correspondence, letters, memos, purchase requisitions, check requests, forms, etc.
- Submits, distributes and processes purchase orders and invoices for payment for all purchases
- Handles bookkeeping and financial transactions with accuracy and fidelity
- Makes and receives telephone calls, takes messages, routes calls
- Maintains records and files
- Picks up and distributes mail
- Types, prepares, distributes, files, records/reports, correspondence, mailings, etc., related to departmental functions
- Takes/transcribes notes for correspondence
- Coordinates all aspects of special events
- Registers department director and others as directed for conferences and classes including travel arrangements
- Runs errands and makes purchases as directed
- Orders, processes and maintains office materials and equipment
- Serves as confidential secretary for department head
- Screens telephone calls/visitors as directed
- Operates standard office equipment
- Attends in-service training as scheduled
- Enters leave into Executime and reconciles and signs off on electronic timesheets
- Compiles information from various sources on a variety of standardized forms
- Creates and maintains spreadsheets for various projects/assignments
- Conforms to all District and school policies/procedures
- Confers with Student Services Director in regards to rules, policies, regulations, instructions and laws
- Submits weekly payroll information
- Maintains calendars
- Assists with coordination of the yearly revision of district/school handbooks
- Maintains a cooperative working relationship with administration, parents, staff and public
- Demonstrates ethical behavior and confidentiality of information about students in school environment and community
- Maintains appropriate documentation and recordkeeping as required.
- Maintains prompt and regular attendance as physical presence on the job site is required

SUPERVISES

- No supervisory responsibility

MINIMUM QUALIFICATIONS

- Three (3) years of experience in general office work
- High school diploma or equivalent

PREFERRED QUALIFICATIONS

- Previous experience in the field of education
- Bookkeeping experience
- Associates Degree or other formal, post-secondary education

COMPETENCIES NECESSARY TO DO THE JOB

- Ability to follow oral and written instructions accurately and efficiently
- Ability to communicate effectively both orally and in writing
- Excellent customer service and problem solving skills
- Good working knowledge of Microsoft Office Suite
- Ability to work with others in a cooperative and flexible manner
- Ability to maintain confidentiality
- Excellent knowledge of grammar and composition
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

EVALUATION

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of classified personnel.