

# WARREN COUNTY PUBLIC SCHOOLS

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<b>JOB TITLE:</b>	School Secretary I
<b>JOB CLASS CODE:</b>	7773 – High School 7774 – Middle School 7775 – Elementary School
<b>CLASSIFIED/CERTIFIED:</b>	Classified
<b>REPORTS TO:</b>	Principal/Supervisor/Designee
<b>SALARY SCHEDULE:</b>	125
<b>FLSA STATUS:</b>	Non-exempt

## REQUIRED QUALIFICATIONS

High school diploma or G.E.D. Certificate

Demonstrate and/or develop skills to operate office and educational equipment and a minimum of two years of increasingly responsible secretarial and clerical experience

## DESIRED QUALIFICATIONS

Demonstrates knowledge of computer operations and functions

Has knowledge of basic record keeping techniques

Has experience in a diverse workplace

## SCOPE OF RESPONSIBILITIES

To assure the smooth and efficient operation of the office so that the office's maximum positive impact on the education of children can be realized.

## PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Perform a variety of secretarial and clerical duties to assist a designated supervisor with routine administrative details and general clerical tasks; type, file and transcribe or compose letters, memoranda, documents, correspondence and bulletins as directed.

Assist with office activities and communications related to assigned school or program activities; assure the compliance with District policies and time lines; take and relay messages and information

Maintain, prepare and generate a variety of reports

Greet visitors and answer phone calls; answer questions, provide information or direct individual to appropriate department or District employee; open, sort and distribute mail and other written communications

Schedule appointments and meetings with students, parents, teachers, vendors and the general public.

Work independently with little direction

Perform research, compute and compile information and prepare statistical reports

Read, interpret, apply and explain rules, regulations, policies and procedures

Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, lists, bulletins, reports and statistical data; proofread and edit materials.

