

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE:	Staff Support Secretary
JOB CLASS CODE:	7776
CLASSIFIED/CERTIFIED:	Classified
REPORTS TO:	Principal/Supervisor/Designee
SALARY SCHEDULE:	120
FLSA STATUS:	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

Perform a variety of responsible secretarial and clerical duties to assist a designated supervisor, including but not limited to Principal, Guidance Counselor or program supervisor; relieve supervisor of routine administrative details and general secretarial and clerical tasks.

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

Type and prepare a variety of reports; maintain a variety of program, District, State records as required; requisition supplies, forms and maintenance work as needed, following established procedures

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.

Assist students with registration, orientation and student records; request records for new students and distribute records of withdrawn students to appropriate school

Perform research, compute and compile information and prepare statistical reports

Prepare and maintain records, reports, files and lists related to students, personnel, budgets, student records and attendance as required
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.
Coordinate schedules and meetings; serve as receptionist and a contact and reference source for staff, students, parents and the public
Provide information over the phone or in personal contacts with parents, students or school personnel as appropriate; route calls to appropriate personnel as necessary
Operate a variety of office machines, including a microcomputer or computer terminal, typewriter, copiers and calculator
Communicate effectively both orally and in writing
Perform advanced-level secretarial duties requiring independent judgment and analysis.
Work independently with little direction
Perform related duties as assigned

PHYSICAL DEMANDS

The work is performed while sitting, standing or walking and requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

TERMS OF EMPLOYMENT

Number of days worked will be determined by the current school calendar adopted by the Warren County Board of Education. Salary shall be commensurate with adopted classified personnel salary schedule. Leave accrual will be as stated in Board Policy.

EVALUATION

Performance of this job will be evaluated in accordance with the provision of Warren County Board of Education policy on evaluation of classified/certified personnel. Evaluations will be conducted by the assigned Principal or Supervisor.

7/28/2023 WCBE

I, _____, have read and understand the terms
(name of employee) set forth in this job description.

Signature of Employee

Date _____