

SECRETARY (SCHOOL)

Job Description

Qualifications:

1. High school diploma or successful completion of GED.
2. Successful completion of the State Competency Test for Secretaries.
3. Notary Public or willing to obtain their notary public

Immediate Supervisor: School Principal

Duties and Responsibilities:

1. Compose and type correspondence.
2. Process incoming mail and outgoing mail.
3. Transcribe (type) from notes/dictaphone.
4. Type data into computer and into word processing programs.
5. Collect, organize and retain information necessary for statistical reports.
6. Compile and maintain necessary fiscal information and reports.
7. Prepare and process requisitions.
8. Receive, count, and deposit all school monies.
9. Verify and pay bills.
10. Maintain a journal and ledger for all funds.
11. Compile, prepare and maintain attendance, payroll, financial and food service reports.
12. Prepare student information cards and reports.
13. Serve as a receptionist and act as a liaison between school and community.
14. Organize for meetings (people, places, and materials).
15. Operate office machines.
16. Maintain positive work habits.
17. Perform duties efficiently and productively.
18. Maintain and/or upgrade skills.
19. Perform other job related tasks as assigned by the principal or assistant principal.
20. Notarize school documents and documents related to school business/activities.

Jackson County Board of Education

Adopted: January 23, 1996

Revised: October 23, 1996

Revised: July 2024