

**LIBERTY UNION HIGH SCHOOL DISTRICT
CONTINUATION SCHOOL SECRETARY**

DEFINITION

Under minimum supervision, to perform a wide variety of specialized clerical and secretarial work according to prescribed procedures and/or instructions within broadly defined policies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Requires the efficient use of current computer software programs including data processing, word processing and skill in note taking. Knowledge of site policies, operations and budgeting procedures and the ability to perform assigned tasks, which regularly include the full scope of the school's operations and programs.

EXAMPLES OF DUTIES

Prepares correspondence, memoranda, reports, and other materials; acts as receptionist; answers the telephone and provides information concerning school or departmental programs, schedules and activities; maintains daily attendance records and monthly reports; contacts students and parents in verifying absences; reviews documents for accuracy and completeness; prepares and maintains information for District data processing system for student records; provides general assistance to students; prepares and maintains student transcripts and cumulative records; coordinates District data processing system for student records and all computer related student, teacher and administrative data; enrolls and transfers students; duplicates, assembles and collates materials; provides confidential secretarial assistance for teachers and principal; maintains current immunization information; compiles routine statistical data and reports from a number of established sources; based on precedent, interprets departmental policies, rules and regulations to students, staff and public; maintains accurate budget and fiscal figures for location; assists in the orientation and training of new employees; may assist in other areas of school clerical activities at times of reduced office staff or peak work periods.

QUALIFICATIONS

Knowledge of:

- Modern office methods, practices and procedures;
- Correct English usage, spelling, grammar and punctuation;
- Standard office machines, including word processing and computer skills;
- District data processing system for student records.

Ability to:

- Type a net corrected speed of 60 words per minute;
- Perform high level clerical work with accuracy and speed;
- Prioritize projects and deadlines.
- Compile, maintain and submit accurate and complete records and reports;
- Make arithmetical calculations quickly and accurately;
- Maintain accurate budget and fiscal records and prepare and submit related reports;
- Carry out oral and written directions independently;
- Maintain cooperative relationships with those contacted in the course of work;
- Communicate positively with students, parents and staff.

Experience:

Three years of increasingly responsible experience in general clerical and secretarial work.

Education:

Equivalent to the completion of the twelfth grade.