

LIBERTY UNION HIGH SCHOOL DISTRICT
SCHOOL SECRETARY

DEFINITION

Under general 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

Positions in the class of School Secretary require the efficient use of computers and Microsoft Office and skill in taking and transcribing notes. Incumbents are required to have knowledge of the policies and operations of the office in which they work, and be able to apply this knowledge in performance of their assigned tasks, which normally include the full scope of the school's operations and programs.

EXAMPLES OF DUTIES (many references apply to a specific job station)

Assists administrators and counselors in a variety of clerical duties; prepares and maintains departmental and/or student files; communicates with other appropriate agencies regarding student records; maintains active enrollment figures; assists students in a variety of school related areas; answers telephone and provides departmental information; maintains administrator's calendars and schedules meetings; maintains daily attendance records and monthly reports; compiles and checks daily absence lists; contacts students and parents in verifying absences; based on precedent, interprets departmental policies, rules and regulations to students, staff and public; issues re-admit slips to students; inputs/posts information; keeps records; compiles routine statistical data and reports from a number of established sources; assists in the orientation and training of new employees and student helpers; may assist in other areas of school clerical activities at time of reduced office staff or peak work periods; may provide confidential secretarial assistance for counselors and administrators.

QUALIFICATIONS

Knowledge of:

Modern office methods, practices and procedures;
Correct English usage, grammar and punctuation;
Word processing programs/computer databases;
Standard office machines;
School policies and procedures.

Ability to:

Perform responsible and difficult clerical work with accuracy and speed;
Compile, maintain and submit accurate and complete records and reports in a timely manner;
Make arithmetical calculations quickly and accurately;
Type a net corrected speed of 50 wpm;
Carry out oral and written directions independently in a timely manner;
Maintain cooperative relationships with those contacted in the course of work;
Maintain confidentiality;
Prioritize projects and deadlines.
Communicate positively with students, parents and staff;
Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise, tact and good judgement.

Experience:

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

Education:

Equivalent to the completion of the twelfth grade.