

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Executive Secretary School

GENERAL DESCRIPTION

The essential function of the position within the organization is to perform various routine-to-complex secretarial, bookkeeping and clerical work to ensure effective and efficient school operations. The position is responsible for coordinating office support activities; serving as liaison between the Principal, staff, students and the public; providing professional and courteous customer service at all times, and performing related work as assigned. The position works under general supervision independently developing work methods and sequences.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Coordinates the daily clerical support functions of the school's administrative office.

Supervises or assists in supervising assigned staff, including recommending selection, training, assigning and evaluating work, counseling, and recommending disciplinary action and/or termination as appropriate; provides advice and assistance as needed.

Serves as liaison between the Principal and other school staff, teachers, students and the general public.

Assists Principal and other school staff by performing a variety of secretarial and clerical duties, which may include but are not limited to composing routine reports and correspondence, preparing reports and correspondence from dictation, researching and compiling data, maintaining inventory of office supplies and equipment, scheduling meetings and maintaining calendars, maintaining computer record-keeping operations, establishing and maintaining filing systems, and making travel arrangements.

Attends meetings as required; records, transcribes, prepares and distributes meeting minutes; prepares meeting agendas.

Prepares, types, copies, files, transmits and/or mails various routine and confidential letters of correspondence, forms, work orders, records and reports.

Prepares and maintains the master school calendar.

Performs routine clerical duties as necessary, including copying and filing documents, scanning documents and preparing documents for archival storage, shredding documents, collating materials, faxing information, maintaining logs and mailing lists, processing mail, ordering supplies.

Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate staff person. Greets office visitors and performs customer/public service duties as required.

May perform various bookkeeping duties, including but not limited to assisting with budget preparation, maintaining accounts receivable/payable, preparing financial reports, processing invoices and requisitions, processing reimbursement requests, collecting and depositing various fees and funds, balancing accounts, maintaining fixed asset records, processing school payroll, processing Worker's Compensation claims.

Performs computer data entry to record and retrieve information; generates computer reports as required.

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Maintains student and teacher records with completeness, accuracy and confidentiality.

Makes arrangements for substitute teachers as needed.

Assists in the health room, in other areas of the school, and during special events and activities as needed.

Coordinates special projects as assigned.

Responds to inquiries and requests for assistance from school personnel, parents, other districts and agencies, and the general public.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies, and formats data or information.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Provides assistance to people in achieving task completion; may instruct or assign duties to co-workers.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

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Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderate impact - affects those in work unit.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires high school diploma or GED.

An associate’s degree or higher is preferred.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid state driver’s license.

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Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires one year of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Hourly

Reports To:

Building Administrator

Supervises:

N/A

PAY GRADE: From: 119A1 To: 119S2

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Number of Months: 12 Number of Days: 254 Hours: 8
Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 7/26/2016