

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

DISTRICT SECRETARY

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent and TABE Test
- (2) Typing proficiency of 40 words per minute.
- (3) Computer proficiency.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer software, office equipment, office practices and procedures. Ability to use basic mathematics. Ability to communicate orally and in writing. Ability to schedule time, establish priorities and work efficiently. Ability to compose correspondence and prepare reports in an articulate manner. Ability to answer the telephone in a professional and courteous manner. Ability to handle sensitive information with confidentiality. Knowledge and understanding of all clerical positions within the office. Ability to take initiative to begin projects without supervision.

REPORTS TO:

Assigned Director

JOB GOAL

To perform with accuracy skilled secretarial duties and assist in facilitating an efficient and effective operation in the office.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Each person in this job classification may not be assigned responsibility for performing all tasks.

Service Delivery

- *(1) Perform clerical duties required by activities and functions of the workplace including preparing and sending correspondence; receiving and routing incoming/outgoing mail and courier deliveries; setting up and maintaining files; handling personnel records and requests; prepare applications, reports, forms, grants, records, minutes, guides, manuals and other assigned projects.
- *(2) Greet visitors and direct them to the appropriate area.
- *(3) Oversee operation and maintenance of office equipment and report malfunctions for necessary repairs.
- *(4) Maintain and/or process all files in an alphabetical or chronological system.
- *(5) Obtain, assemble and organize pertinent data into usable form for local, state and federal audits.
- *(6) Make arrangements for meetings and conferences.

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- * (7) Perform additional duties specific to the department/program.
- * (8) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- * (9) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (10) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (11) Ensure adherence to good safety standards.
- * (12) Maintain confidentiality regarding school/workplace matters.
- * (13) Model and maintain high ethical standards.
- * (14) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (15) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (16) Sort and distribute U.S. and courier mail.
- * (17) Answer telephone in a courteous and professional manner.
- * (18) Assist public by answering routine questions, scheduling appointments and completing forms.
- * (19) Exercise service orientation when working with others.
- * (20) Maintain supervisor's calendar as required.
- * (21) Keep supervisor informed of potential problems or unusual events.
- * (22) Use effective, positive interpersonal communication skills.
- * (23) Respond to inquiries and concerns in a timely manner.

System Support

- * (24) Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other personnel as directed by supervisor or required by School Board policy.
- * (25) Perform data entry as necessary.
- * (26) Exhibit interpersonal skills to work as an effective team member.
- * (27) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (28) Demonstrate support for the school district and its goals and priorities.
- * (29) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (30) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (31) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved: August 11, 2015