



## Columbia County School District Job Description

<b>Position Title:</b> District Secretary/Receptionist		
<b>Department:</b> Human Resources	<b>Evaluation Instrument:</b> Performance will be evaluated by Chief Human Resources Officer according to Policy GBI- Evaluation of Personnel	
<b>Pay Grade:</b> General Services Salary Schedule, Grade I	<b>Pay Type:</b> Non-Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Chief Human Resources Officer		

<b>MINIMUM QUALIFICATIONS</b>
High school education required; college/business/technical school with secretarial experience, preferred. Proficient computer/keyboarding skills with experience in Microsoft Word software skills necessary to function occasionally in high demand situations; must possess excellent verbal and written skills, ability to interpret written materials and communicate; self-disciplined and organized, skilled in filing and record-keeping. At least two-years of secretarial experience required, three to five, preferred.
<b>GOAL</b>
Provides positive and welcoming first impression to all department and organizational visitors or employees either by greeting them in person, telephone or through any other electronic means; quickly answers questions or refers inquiries to appropriate staff member; directs visitors by maintaining employee and department directories.
<b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Receives all incoming school district telephone calls and routes call to the appropriate person.</li> <li>• Greets all visitors in a courteous, helpful manner, assists with all routine inquiries regarding applicant/employment status and/ or directing them to the appropriate Human Resources/ Columbia County School District department.</li> <li>• Serves as a public relations general information center for all routine inquiries concerning for the school district.</li> <li>• Receives and distributes all incoming departmental mail and parcels to central office departments.</li> <li>• Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.).</li> <li>• Assists with other relate clerical duties such as photocopying, faxing, filing and collating.</li> <li>• Assists with the scanning when applicable or assisting with applicants or employee processing to include benefits forms administration other HR related documents.</li> <li>• Completes other related projects and assignments required by the CHRO.</li> </ul>
<b>IMPORTANT NOTES</b>
<p><b>ESSENTIAL DUTIES</b></p> <p>Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position’s role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.</p>

**MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** February 20, 2019