

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

OFFICE / ACCOUNTING / COMPUTER SPECIALIST

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Office/secretarial experience.
- (3) Type and take dictation at a prescribed rate of speed.
- (4) Computer operation experience.
- (5) Word processing skills may be accepted in lieu of shorthand or other dictation skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to use office equipment; i.e., computer, typewriter, calculator, copier, fax machine. Skilled in working well with public. Skill in organizational and time management. Knowledge in bookkeeping. Skill in written and oral communication.

REPORTS TO:

District-level Department Head

JOB GOAL

To perform a variety of complete secretarial, clerical and delegated administrative duties requiring considerable knowledge of the departments or subjects of a technical or highly professional and confidential nature.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES

- (1) Answer telephone, make calls, greet, and direct people to appropriate place, answer questions and provide information.
- (2) Prepare and send correspondence; compose correspondence of a routine non-technical nature.
- (3) Schedule use of facilities, notify appropriate people, keep appointment calendar and schedule appointments and interviews for supervisor and others, advise supervisor of appointments and meetings.
- (4) Receive, send and distribute incoming and outgoing mail/courier.
- (5) Initiate and process requisitions, check in orders, inventory property, prepare budget transfers, assist in budget preparation and maintenance, handle payroll, prepare and process travel forms.
- (6) Prepare and process consultant agreements, in-service forms and other forms as necessary.
- (7) Schedule and handle arrangements for meetings.

**Board Approved April 20, 1998
Amended Board Meeting April 15, 2003**

OFFICE/ACCOUNTING/COMPUTER SPECIALIST (Continued)

- (8) Set-up filing system and file correspondence and related material; assemble and summarize data and information for supervisor's use. Recommend and implement office procedures and methods.
- (9) Ensure that office equipment is working properly; make necessary calls for repairs; order office supplies; copy and collate materials.
- (10) Take and transcribe dictation; take and type minutes from meetings; assist in updating reports, manuals, input computer data.
- (11) Use effective, positive interpersonal communication skills.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.
- (13) Other duties assigned by the immediate administrator or supervisor.

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.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 14-26
12 months
7.5 hours per day

EVALUATION:

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