

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### SCHOOL SECRETARY / BOOKKEEPER

**QUALIFICATIONS:**

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

**KNOWLEDGE, SKILLS AND ABILITIES:**

Skill in computer operations. Working knowledge of basic office procedures and the operation of office machines and equipment. Extensive knowledge of the operation and programs of the school system. Considerable knowledge of office practices, grammar, spelling and business correspondence. Ability to exercise independent judgment. Ability to deal effectively and courteously with students, school personnel and the general public. Type at a prescribed rate of speed, take and transcribe dictation or use word processing skills. This is advanced and highly responsible work which involves a variety of secretarial duties in a school. Work may involved the supervision of various clerical personnel assisting the secretary. Work is performed under the general supervision and direction of the Principal. Work involves the application of much independent judgment in the performance of duties assigned. Ability to efficiently and effectively manage multiple tasks in stressful situations.

**REPORTS TO:**

Principal

<p><b>JOB GOAL</b></p> <p>To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.</p>
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**SUPERVISES:**

May involve supervision and training of various clerical personnel and office management.

**PERFORMANCE RESPONSIBILITIES**

- (1) Serve as secretary to the Principal, arrange appointments, take calls, answer inquiries and compose routine correspondence independently.
- (2) Perform the usual office routines and practices associated with a busy, yet productive and smoothly-run office.
- (3) Maintain school records as required.
- (4) Receive and route incoming calls.
- (5) Maintain a daily teacher attendance log and records for substitute teachers.
- (6) Prepare payroll reports for instructional, non-instructional and administrative personnel.
- (7) Maintain a daily attendance log for non-instructional personnel.
- (8) May be responsible, at the direction of Principal, for calling teacher substitutes.
- (9) Handle office communication.

**Board Approved April 20, 1998  
Amendment Board Approved April 15, 2003**

**SCHOOL SECRETARY/BOOKKEEPER (Continued)**

- (10) Prepare and type a wide variety of records, reports, newsletters, printed programs and athletic eligibility lists.
- (11) May supervise clerical assistants in the performance of similar or related work.
- (12) Perform receptionist and/or bookkeeping duties as required.
- (13) Process all new employee records, appointment forms and reclassification forms. Monitor and maintain accurate records on all employees.
- (14) Use effective, positive interpersonal communication skills.
- (15) Perform other incidental tasks consistent with the goals and objectives of this position.
- (16) 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 16-26  
12 months  
8.0 hours per day

**EVALUATION:**

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