

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

SECRETARY, CONFIDENTIAL

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years related progressively responsible experience and / or training.
- (3) May substitute an equivalent combination of education and experience for above.

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. Work may involve the supervision of various clerical personnel. Work involves the application of much independent judgment in the performance of assigned duties. Ability to efficiently and effectively manage multiple tasks in stressful situations. Ability to maintain confidentiality.

REPORTS TO:

Principal

JOB GOAL

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.

SUPERVISES:

May involve supervision and training of various clerical personnel.

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) Call and maintain records for substitute teachers as directed.
- * (5) Handle office communication.
- * (6) Prepare and type a wide variety of records, reports, special projects, letters and documents when requested.
- (7) Assist with or perform the duties of school bookkeeper as directed.
- * (8) Use effective, positive interpersonal communication skills.
- (9) Provide copy service for employees as directed.
- (10) Process Use of Facilities reports as directed.
- (11) Assist with receptionist duties.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(13) Ability to work in a constant state of alertness and safe manner.

SECRETARY, CONFIDENTIAL (Continued)

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:

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.

*Essential Performance Responsibilities

Job Description Supplement Code 6

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Salary Index 0.3917 of the Administrative Salary Schedule

DOE Job Code 73090

Revised Board Approval 04/11/2017