



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Guidance Assistant/Secretary
SCHOOL/DEPARTMENT	Guidance – assigned high school
SALARY	Salary Grade 58 plus supplement
FLSA STATUS	Non Exempt
REPORTS TO	Guidance Counselors
SUPERVISES	None
WORK WEEK SCHEDULE	Monday – Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	10

POSITION PURPOSE:

The Guidance Assistant/ Secretary is responsible for serving as clerical support to the Counselors in the school Guidance Department.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of standard office practices, procedures and equipment
- Thorough knowledge of school system routine and procedures
- General knowledge of business English, spelling and arithmetic
- Ability to establish and maintain effective working relationships with associates
- Ability to type, take and transcribe dictation accurately as necessary
- Ability to prepare and maintain computerized records and systems
- Ability to meet the public effectively
- Ability to interact with students with empathy, courtesy and professionalism

EDUCATION, TRAINING, AND EXPERIENCE

- High School Diploma supplemented by various courses in business, typing, data processing and bookkeeping
- Considerable experience in clerical work
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver’s license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Experience in a public school setting, especially in the Guidance Department
- Spanish Speaking

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as primary clerical support to the Guidance Counselors in the school
2. Act as Guidance Office receptionist and telephone operator
3. Prepare and maintain files and records for the department
4. Assist the Counselors, teachers, school staff, students and parents
5. Reconcile bank statements and issue purchase requisitions and orders as needed
6. Sort and distribute Guidance Office mail
7. Prepare student files and records for review, entrance and/or withdrawal
8. Update student files with appropriate information
9. Handle a variety of routine technical and administrative assignments
10. Compose and type letters and memoranda in conformance with school policies and/or from brief instructions
11. Set up and maintain office procedures and filing systems
12. Meet and screen visitors to the Guidance Office
13. Perform additional duties as assigned by the Guidance Counselors

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	

The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations

<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*