



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	School Secretary
<b>SCHOOL/DEPARTMENT</b>	Assigned school
<b>SALARY</b>	Salary Grade 58 plus supplement
<b>FLSA STATUS</b>	Non-exempt
<b>REPORTS TO</b>	Principal
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday – Friday
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The School Secretary provides clerical support to the school principal and other school administrators. The Secretary performs a variety of clerical, secretarial and general office assistance duties that involve the support of an office operation, program, or work group. Work involves typing and processing correspondence, reports, forms, and other materials. This requires the use of a personal computer, typewriter (where applicable), and other office machines, as well as the application of judgment based on general knowledge of the operations of the school office. Additionally, the secretary is responsible for screening and routing materials according to the content of the communication and resolving questions and problems using established procedures, referring unusual situations to others for guidance. Inquiries may be in person, electronically, or by phone. Specific duties may vary based on the school level and allocation of duties among staff.

### **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 work under pressure
- Ability to organize and perform work independently
- Ability to type at a reasonable rate of speed, take and transcribe dictation (as necessary)
- Ability to prepare and maintain computerized records and systems
- Ability to meet the public courteously and effectively
- Ability to plan and supervise the work of others, if requested to do so

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- High School Diploma supplemented by various courses in business, typing, data processing and bookkeeping
- One (1) to two (2) years of experience in clerical work in a school setting
- 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:***

- Associate's Degree from an accredited institution in Secretarial Science, Business or related area
- Five (5) years or more of related school experience
- Spanish Speaking

### ***ESSENTIAL DUTIES AND RESPONSIBILITIES***

1. Assists the principal and the administrative team with maintaining records, including but not limited to, student records, personnel records, meeting information, calendars, etc.
2. Maintains files of general records, data files, documents, correspondence, forms, reports, and other materials
3. Posts information to departmental records according to standard procedures
4. Provides First Aid/Medication Administration – primary first responder and medication administrator. Maintains documentation of all medications administered.
5. Maintains a daily teacher attendance log and the concomitant records for substitute teachers.
6. Maintains daily and monthly student attendance records
7. Maintains a log of visitors to the school as well as a record of the students' arrival and departure during the school day
8. Maintains stock supplies and orders as needed and distributes stock to employees, as requested
9. Answers phone calls and routes them to the proper person or department
10. Answers questions regarding routine matters
11. Performs routine clerical and office duties, including but not limited to typing, completing forms, permits, notices and form letters

12. Manages telephone message system (office hours, inclement weather and other recorded messages)
13. Maintains office meeting calendar and schedules meetings held at the school
14. Assists school faculty and staff with requests, paperwork, correspondence, etc. as needed
15. Submits work orders for repairs and maintenance requests
16. Operates copying machines, calculators, personal computers, facsimile machines and other office equipment
17. Maintains, sorts and distributes mail for the school
18. Assists personnel with the mailing and distribution of various documents and communication
19. Supervises students who are waiting in the office to see administrative staff for various reasons
20. Operates the intercom and call system and provides information via the school's public address system
21. Performs a variety of minor administrative tasks in order to relieve a supervisor of office details
22. Assists the public at the front desk as needed (back up for receptionist or attendance secretary)
23. Provides coverage for other office staff as needed
24. Performs other duties as assigned by the Principal

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	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.
<b>ACKNOWLEDGEMENTS</b>	
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.*