

JOB DESCRIPTION Cumberland County School District

CENTRAL OFFICE SECRETARY

Purpose Statement

The job of Central Office Secretary was established for the purpose/s of providing a variety of secretarial support to assigned administrator(s) and department(s); establishing and maintaining department records; tracking department funds, grants and purchasing; compiling reports; ensuring compliance of department records with mandated requirements; establishing and maintaining positive interactions; and monitoring assigned projects and/or program components.

This job reports to the Administrator or Director.

Essential Functions

- Performs secretarial duties for assigned personnel where responsibilities of trust and accuracy are important and knowledge of the school system is essential.
- Acts as receptionist for Central Office; maintains visitor log, provides requested information if possible, or refers individual to appropriate office personnel.
- Types, duplicates, and distributes miscellaneous correspondence as requested by the administrator.
- Compiles data for the purpose of preparing reports or processing requests.
- Receives and distributes incoming mail.
- Maintains student and employee accident forms.
- Coordinates assigned projects and/or program components (e.g. arrangements for conferences, meetings, travel requirements, equipment reallocation, etc.) for the purpose of completing activities and/or delivering services in compliance with established guidelines.
- Interacts with internal and external persons (e.g. phone, email, in person, etc.) for the purpose of receiving and/or conveying information.
- Researches a variety of topics (e.g. discrepancies, current practices, policies, education codes, etc.) for the purpose of providing information and making recommendations in a variety of administrative areas.
- Supports assigned administrator(s) and department staff for the purpose of providing assistance with administrative functions.
- Maintain substitute teacher list, completes reference checks, and completes other substitute documentation assigned by the Human Resource Department.
- Assumes other special activities and/or responsibilities as assigned by the administrators or superintendent.
- Must be a self-starting team player that can perform varying tasks, in a cooperative manner, with little or no direct supervision. Often changing from one task to another of differing nature.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: effective communication; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE shall have no less than a high school education or an equivalency high school diploma. Shall have knowledge of typing, office machines, duplicating machines and computer sufficient to perform essential functions. At least one year work experience or appropriate Vocational Technical school training so that tasks can be performed.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types

of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: flexibility; establishing and maintaining effective working relationships; meeting deadlines and schedules; working with frequent interruptions; and maintaining confidentiality.

Responsibility/Complexity

The position is involved with the direct support of a public school's administrative requirements/routines. Central Office Secretary will often be the first staff member encountered by parents or other community members, either in person or telephonically, requiring courtesy and tact. The receipt and proper routing of requirements/requests, for resolution, are critical to providing the most efficient support.

Guidelines

The guidelines for accomplishing the requirements of this position will be administrator guidance, administrative procedures, traditional practices, local Board of Education policy and appropriate State and Federal laws/regulations. Much of the work is performed independently with general supervision and requires judgment to accomplish non-routine tasks or meet student needs.

Working Environment

The work is moderately sedentary, but some lifting of objects that may exceed 20 pounds with frequent lifting and/or carrying of objects that weigh 10 pounds or more. Other physical demands that may be required are pushing, pulling, climbing and/or balancing, stooping, kneeling, crouching and/or crawling, reaching, handling and/or feeling, talking, and/or hearing and seeing. Must display the ability to precisely coordinate hand, finger and eye motions/movements. All positions require a physical exam to meet health and physical requirements. The work is performed in an office environment, but many tasks are accomplished throughout the school facility and its grounds.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency None Specified

Requirement

This is a non-certified position.

Continuing Educ. / Training

None Specified

Certificates & Licenses

Posses and maintain a valid Tennessee driver's license

Clearances

Criminal Justice Fingerprint/Background Clearance

LSA Status

Non Exempt

Approval Date

Salary Grade