

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SECRETARY I – MEDIA AND INSTRUCTIONAL MATERIALS

SALARY SCHEDULE: SSP5

COST CENTER: CURRICULUM AND INSTRUCTION 9054

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Must receive a minimum score of twenty (20) words per minute on typing test or a minimum score of 75 on MS Word test.
- (3) Demonstrate proficiency in secretarial skills.
- (4) Outlook and SharePoint knowledge preferred

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and interact with the public. Proficiency in the use of computers and specific software. Knowledge of basic office equipment. General working knowledge of school and/or District. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Good oral and written communication skills. Basic mathematical skills. Good organizational skills.

REPORTS TO:

Cost Center Head or designee

JOB GOAL

To perform the duties and functions of the position so that the effectiveness and efficiency of the office is maintained.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Maintain Dual Enrollment/Early Admission student data files in computer as appropriate or assigned and assist with textbook return and distribution process.
- * (2) Operate office machines.
- * (3) Type letters, forms and reports and maintain all contact and distribution lists for department.
- * (4) Duplicate, assemble and distribute documents.
- * (5) Assist in maintaining files, answering telephones and distributing mail.
- * (6) Act as receptionist, greeting the public in a courteous and helpful manner.
- * (7) Assist public by answering routine questions, scheduling appointments and completing forms.
- * (8) Receive and route incoming calls in a courteous manner.
- * (9) Communicate effectively with public, students, coworkers and administration.
- * (10) Respond to inquiries and concerns in a timely manner.
- * (11) Keep supervisor informed of potential problems or unusual events.
- * (12) Demonstrate initiative in the performance of assigned responsibilities.

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SECRETARY I - Media and Instructional Materials (Continued)

- *(13) Model and maintain high ethical standards.
- *(14) Follow attendance, punctuality and proper dress rules.
- *(15) Maintain confidentiality regarding school matters.
- *(16) Maintain positive relationships with students, parents and staff.
- *(17) Participate in workshops and training sessions as required.
- *(18) Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other department personnel as directed by supervisor.
- *(19) Perform data entry as necessary or assigned.
- *(20) Prepare all required reports and maintain all appropriate records.
- *(21) Follow all School Board policies, rules and regulations.
- *(22) Exhibit the interpersonal skills necessary as an effective team member.
- *(23) Demonstrate support for the School District and its goals and priorities.
- *(24) Perform other incidental tasks consistent with the goals and objectives of this position.

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.

Job Description Supplement No. 05

*Essential Performance Responsibilities