



NEW: 08/07/2019  
 Submitted: 08/06/2019

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| JOB TITLE:             | SECRETARY II SCHOOL      |
| DIVISION               | ACADEMIC SCHOOL          |
| SALARY SCHEDULE/GRADE: | IA, GRADE 6              |
| WORK YEAR:             | AS APPROVED BY THE BOARD |
| FLSA STATUS:           | NON-EXEMPT               |
| JOB CLASS CODE:        | 8684                     |
| BARGAINING UNIT:       | CLAA                     |

**SCOPE OF RESPONSIBILITIES**

Assumes responsibilities for Principal secretarial duties in the school including assisting with coordination of all departments of the school into a smoothly functioning organization and is responsible for handling confidential information at the school and system-wide service office levels including word processing evaluations for all certified and classified personnel; organizes and coordinates functions and duties of other clerical personnel, bookkeeper, order and receiving clerk, records clerk, general clerk and library clerk; prepares the payroll for the entire school staff.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Performs secretarial duties for the Principal handling confidential information at the school and system-wide service office levels
- Handles problems for the Principal relating to community relations, inquiries, students and staff throughout the calendar year
- Organizes/coordinates functions and duties of clerical staff
- Prepares payroll report for all school staff
- Implements approved school policies and procedures, under the direction of the Principal; including those related to substitute teachers processing and evaluation
- Prepares and submits reports and special assignment reports (i.e., State Report, Southern Association, Civil Rights, etc.) for the system-wide service offices and establishes and maintains appropriate records and files
- Assumes responsibilities to a greater degree when Principal is out of the building as it relates to student records, problems arising regarding building and grounds, meeting the public, inquiries from system-wide service offices and directing Board employee
- Maintains Principal's appointment calendar, schedules meetings and conferences, attends conferences as required taking and transcribing minutes
- Operates standard office machines and equipment
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

- High School Diploma or G.E.D.
- Three (3) years of successful secretarial-related experience

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| Word Processing skills |
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| Effective communication skills |
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| <b>DESIRABLE QUALIFICATIONS</b> |
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| Business School Diploma or equivalent |
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| Previous experience working in a school system |
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| Willingness to take on added responsibilities |
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| Transcription/speedwriting skills |
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| Experience in a diverse workplace |
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