

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

**Job Title:** Secretary, Administration      **Job Code:** 72091  
**Job Classification:** 16 Administrative Support Workers      **EEO Line:** 51  
**Job Class Category:** F Educational Support Personnel      **Job Description Supplement Code:** 6  
**Reports to:** Department Director      **Salary Locator:** Classified Schedule

**SUMMARY:** An employee in this classification, with general supervision from a designated supervisor, performs a variety of secretarial, clerical and delegated administrative duties requiring considerable knowledge of the responsibilities and jurisdiction of the assigned department.

### QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) Five (5) years' experience as a secretary or clerk with a commercial firm or two (2) years' experience as a secretary or clerk in the public school system
- 3) Proficiency in Microsoft Office
- 4) Satisfactory criminal background check

\*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:** To perform the job successfully, an individual should demonstrate the competencies:

- 1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- 2) To perform this job successfully, an individual should have knowledge of current Staff Services leave system and Skyward inventory system (if applicable).
- 3) Ability to utilize technology
- 4) Ability to perform detailed office work including financial functions
- 5) Knowledge of office practices and procedures
- 6) Ability to use office equipment including computer, calculator, copier, fax machine and other related equipment
- 7) Good oral and written communication skills exhibiting correct use of grammar, spelling, and business English
- 8) Knowledge of bookkeeping and basic mathematics skills
- 9) Answer telephone calls in a courteous and professional manner
- 10) Skill in organization and time management
- 11) Ability to establish and maintain positive working relationships with others
- 12) Ability to utilize the computer for word processing and other functions
- 13) Ability to maintain confidentiality when directed

### PERFORMANCE RESPONSIBILITIES:

- 1) Perform clerical duties required by activities and functions of the department / division including preparing and sending correspondence, receiving and routing incoming / outgoing mail and courier, setting up and maintaining files, handling personnel records and requests, preparing, processing and submitting required agenda items, applications, reports, forms, grants, records, minutes, guides, manuals and other assigned projects
- 2) Perform financial duties required by the activities and functions of the department / division including preparing payroll, maintaining inventory, purchasing equipment, and supplies, initiating and processing requisitions, assisting in preparation and maintenance of budget and other assigned projects
- 3) Answer telephone, route and make calls, record messages, answer questions and provide information
- 4) Maintain calendar for scheduling appointments, use of assigned facilities, interviews, deadlines, arrangements for meetings and department / division responsibilities
- 5) Organize office to obtain maximum efficient operation
- 6) Collect and compile relevant data for audits, meetings, and reports
- 7) Provide stenographic support for professional staff utilizing typing, transcribing and computer skills
- 8) Greet visitors and direct them to appropriate area

- 9) Prepare materials for dissemination to school, District staff, parents and community
- 10) Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs
- 11) Participate in training to update and expand clerical, financial, office practice and interpersonal skills
- 12) Maintain harmonious working relationship with others
- 13) Perform all other non-instructional duties as assigned by administrators

**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.  
The length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

The performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

**BOARD APPROVAL:**

June 2005  
Amended: October 18, 2016