

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Secretary, Business & Finance **Job Code:** 75091
Job Classification: 16 Administrative Support Workers **EEO Line:** 51
Job Class Category: F Educational Support Personnel **Job Description Supplement Code:** 6
Reports to: Director, Business & Finance **Salary Locator:** Classified Schedule

SUMMARY:

To perform a variety of secretarial, clerical and delegated administrative duties requiring considerable knowledge of the responsibilities and jurisdiction of the assigned divisions/departments.

QUALIFICATIONS:

- (1) High School Diploma or equivalent
- (2) Five (5) years' experience as a secretary with a commercial firm or two (2) years' experience as a secretary in a public school system
- (3) Proficiency in Microsoft Office programs and data entry
- (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
- (2) Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (3) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (4) Ability to perform detailed office work including financial functions
- (5) Ability to utilize technology in daily activities
- (6) Knowledge of office practices and procedures
- (7) Ability to use office equipment including computer, calculator, copier, fax machine and other related equipment.
- (8) Good oral and written communication skills exhibiting correct use of grammar, spelling and business English.
- (9) Knowledge of bookkeeping and basic mathematics skills
- (10) Answer telephone calls in a courteous and professional manner.
- (11) Skill in organization and time management
- (12) Ability to establish and maintain positive working relationships with others
- (13) Ability to type at a high rate of speed, transcribe and utilize the computer for word processing and other functions.
- (14) Ability to maintain high degree of confidentiality, initiative and dependability

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 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 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 other incidental tasks consistent with the goals and objectives of this position.
- (14) All other duties as assigned by Director of Business & Finance

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 PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

Adopted: June 3, 2014