

## 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 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.
- \* (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