

JOB TITLE: SECRETARY (LOCAL SCHOOL)

RESPONSIBLE TO: Principal

FLSA Status: Non-Exempt

JOB GOAL: Perform secretarial/clerical duties for the school

QUALIFICATIONS:

1. High school diploma or equivalent; previous secretarial experience preferred
2. Word processing, telephone and interpersonal skills
3. Knowledge of general office procedures related to organization, filing, preparation of documents, etc.

JOB DUTIES AND RESPONSIBILITIES:

1. Prepares correspondence, letters, memoranda, reports, statements, and other necessary material from data, copies, or rough drafts
2. Keeps pertinent records, and prepares bulletins, letters, reports, and requisitions
3. Maintains and verify receipt of supplies and materials for assigned school
4. Maintains daily attendance records on employees in assigned area
5. Assists with student attendance as needed
6. Receives and processes requisitions from teachers and staff
7. Receives and routes incoming mail and correspondence for the school
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Terms of employment will be determined by the board

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines