

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA
JOB DESCRIPTION, MARCH 2005**

**JOB TITLE: SECRETARY I – INSTRUCTIONAL SERVICES / OFFICE OF ACCOUNTABILITY
DIVISION OF INSTRUCTIONAL SERVICES**

GENERAL STATEMENT OF JOB

Under occasional supervision, provides varied and specialized clerical, bookkeeping and secretarial support to assigned Coordinators, ensuring effective and efficient office operations. Performs related work as assigned. Reports to the Coordinator of Assessment and Program Evaluation.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provides varied and specialized clerical, bookkeeping and secretarial support to assigned Coordinators.

Collects, organizes and prepares and/or coordinates the printing of materials as needed for meetings, workshops, programs and other functions as requested; assists in preparing meeting rooms as needed.

Performs data processing required in the preparation and maintenance of financial and administrative records and reports; prepares spreadsheets and other computer-generated reports as requested; maintains assigned databases, and creates publications.

Prepares purchase orders; tracks and processes invoices for payment for assigned programs.

Prepares and updates journal entries for assigned programs; processes budget changes and transfers.

Prepares budget allocation for schools from state monies received for science kits; researches products and prepares order forms for kit refurbishment.

Prepares, types, copies, files and/or transmits various instructional materials, schedules / calendars, meeting agendas, testing materials, records, reports, memos, forms, correspondence, etc., as necessary.

Performs routine clerical tasks as required, including but not limited to copying and filing documents, answering the telephone, sending and receiving faxes, scanning documents, processing daily mail, assembling / collating materials, etc.

Receives and responds to inquiries, concerns and complaints in areas of responsibility.

Operates a variety of equipment such as a computer, printer, typewriter, scanner, fax machine, copier, calculator, telephone, paper shredder, etc.; uses clerical, copier, computer supplies.

Interacts and communicates with various groups and individuals such as the immediate supervisor, coworkers, other District administrators and staff, school administrators and staff, vendors / service providers, and the general public.

Attends training, seminars and conferences, etc., as required to maintain and enhance job knowledge and skills

ADDITIONAL JOB FUNCTIONS

Performs duties of other clerical staff as required.

Performs related duties as required

MINIMUM TRAINING AND EXPERIENCE

Requires high school diploma or GED equivalent supplemented by one to two years of general clerical and/or bookkeeping experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisor.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, computer manuals, reference materials, etc. Requires the ability to enter data into computer and prepare reports, correspondence, budgets, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of instructions in oral, written or diagrammatic form; to deal with several abstract and concrete variables. Requires the ability to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency or tight deadline. The worker is subject to tension as a regular, consistent part of the job.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the District as they pertain to the performance of duties of the Secretary I for Instruction / Office of Accountability. Has knowledge of the functions and interrelationships of the District and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to follow oral and written instructions. Has working knowledge of the principles and practices of government procurement. Is able to assist in coordinating special programs, meetings and events as assigned. Is capable of producing quality work which requires constant attention to detail. Is able to establish and maintain efficient record-keeping systems. Has the ability to offer assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for word and data processing and records management. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Knows how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Is able to read and interpret technical and financial materials pertaining to the responsibilities of the job. Is able to assemble information and make written reports and records in a concise, clear and effective manner. Has knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.