

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

**JOB TITLE: ADMINISTRATIVE SECRETARY
OFFICE OF HUMAN RESOURCE SERVICES
DISTRICT ADMINISTRATION**

GENERAL STATEMENT OF JOB

Under occasional supervision, performs varied routine-to-moderately complex administrative, secretarial and clerical work requiring knowledge of practices and procedures of the District in order to effectively support the Human Resource Services Department. Performs related work as required. Reports to the Chief Human Resource Services Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provides direct secretarial and administrative support to the Chief Human Resource Services Officer.

Performs a variety of routine-to-moderately complex or specialized duties, which include but are not limited to composing and/or preparing reports and correspondence, researching and compiling data, scheduling meetings and appointments, preparing meeting materials, maintaining computer record-keeping operations, establishing and maintaining filing systems, screening incoming mail, making travel and conference arrangements, etc.

Processes confidential personnel documents in an appropriate manner; maintains confidential files and records containing employee information; completes and processes personnel action forms; enters employee and/or student information into computer database(s) as required.

Advertises all District job vacancies; assists with the preparation of Board recommendations for hiring, employment changes, leave and terminations.

Develops and/or maintains various records, reports and/or spreadsheets using a variety of applications and word processing software.

Compiles and provides salary and budget information to immediate supervisor as requested; assists in gathering information for budget preparation.

Orders and maintains inventory of office supplies and equipment.

Performs various bookkeeping duties, including but not limited to processing invoices, processing reimbursement requests, preparing expense reports, etc.

Types, copies, files and mails various routine and confidential letters of correspondence, reports, promotional materials, etc.

Prepares meeting agendas; attends meetings; prepares and distributes meeting minutes.

Receives and responds to inquiries, requests for assistance, concerns and complaints in areas of responsibility

Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate staff person. Greets office visitors and performs customer/public service duties as required.

Operates a variety of equipment, which include a computer, printer, typewriter, copier, fax machine, telephone, transcription equipment, label maker, calculator, etc.; uses clerical, computer and bookkeeping supplies.

Interacts and communicates with the immediate supervisor, co-workers, other District administrators and staff, school personnel, sales representatives, State Department of Education personnel, various outside organizations and professionals, and the general public.

Attends meetings, training, workshops, etc., as appropriate to enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Performs duties of other clerical staff as required in their absences.

Assists with the annual job fair and other events as requested.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent supplemented by one to two years of responsible administrative or secretarial experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be able to type with speed and accuracy. 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 thorough knowledge of the methods, policies and procedures of Lexington / Richland District School District Five pertaining to specific duties of the Secretary I to the Chief Human Resource Services Officer. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the organization of the District and of related departments and agencies. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has working knowledge of human resource administration functions. Has thorough knowledge of modern office practices, procedures and of business English and arithmetic. Is able to compose letters and memoranda without dictation. Is able to type and enter computer data with speed and accuracy. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to read and interpret professional, technical and financial documents and related materials pertaining to the responsibilities of the job. Is able to maintain records with accuracy and confidentiality. Has knowledge of the basic principles and practices of bookkeeping. Has skill in the use of computers for data processing, word processing and records management. Knows how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Has the ability to offer assistance to co-workers and employees of other departments as required. Has the ability to use independent judgment as needed in performing routine task. Is able to take the initiative to complete the duties of the position without the need of direct supervision. 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 established 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.