

9203  
FLSA Status:N  
Pay Grade:12  
Days of Work:240  
Hours: 7.5

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA  
JOB DESCRIPTION, JUNE 2018**

**JOB TITLE: SECRETARY III  
OFFICE OF HUMAN RESOURCES  
DISTRICT OFFICE**

**GENERAL STATEMENT OF JOB**

Under limited supervision, performs varied and complex administrative and secretarial tasks or duties requiring knowledge of practices and procedures of the District and Human Resources in order to effectively support the Office of Human Resources and communicate with professional and support staff, applicants, and the general public. Performs related work as required. Reports to the Director of Personnel.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Assists the Director of Personnel by performing a variety of complex or specialized secretarial and administrative duties, which include but are not limited to composing and/or preparing reports and correspondence, researching and compiling data, scheduling meetings and appointments, maintaining calendars, preparing meeting materials, maintaining computer record-keeping operations, establishing and maintaining filing systems, making education / travel and conference arrangements, etc.

Performs various duties associated with the Office of Human Resources, including but not limited to maintaining confidential applications, background screening, communication of application procedures, processing employment recommendations and maintaining confidential files regarding employees.

Coordinates and/or participates in special projects/studies as assigned such as recruitment events and onboarding meetings with new employees.

Types, copies, files and mails various routine and confidential letters of correspondence, reports, records and other documents.

Performs computer data entry to record and retrieve information; generates computer reports as required.

Receives, responds to inquiries, requests for assistance, and redirects applicants and employees to the appropriate personnel to assist with their specific concerns.

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

Performs routine clerical duties, including copying and filing documents, collating materials, sending and receiving faxes, maintaining logs and lists, processing mail, etc.

Operates a variety of equipment, which includes a computer, tablet or various devices, printer, typewriter, copier, fax machine, telephone, audio-visual equipment, calculator, etc. Maintains the necessary technological skills to effectively perform responsibilities pertaining to the position.

Interacts and communicates with immediate supervisors, other District administrators and staff, school administrators and staff, parents, 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**

Assists other clerical staff with duties as needed.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education with emphasis in secretarial science or related field, supplemented by one to two years of responsible 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. Training or experience in Human Resources is preferred.

### **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 Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or direction from supervisor.

**Language Ability:** Requires ability to read a variety of professional, financial and legal reports and documentation, policy and procedure manuals, job applications, etc. Requires the ability to prepare general reports, presentation materials, correspondence, recommendations, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in supervising staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with persons of varying educational/cultural backgrounds and in a variety of technical and/or professional languages including human resource management, education, education administration, etc.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine

percentages and decimals and to determine time. Must be able to use practical applications of statistics.

**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 using office machinery.

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

**Color Discrimination:** Requires the ability to differentiate 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 significant stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **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 III/Office of Human Resources. 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 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 and non-routine tasks. 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 students, parents, co-workers, personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Is able to perform duties effectively and professionally in an environment in which discrimination and other public issues are constant concerns. 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.

**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.**