

SURRY COUNTY PUBLIC SCHOOLS SECRETARY/BOOKKEEPER JOB DESCRIPTION

Job Title: Secretary/Bookkeeper
Salary Index: .52
Reports to: School Principal
FLSA Status: Non-Exempt

SUMMARY

Performs secretarial duties in the Surry County Public Schools by performing the following duties.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

- Copies and compiles records and reports.
- Operates computer terminal to input and retrieve data.
- Operates office machines such as typewriter, adding, calculating, and duplicating machines.
- Inputs into computer student course requests and maintains all student schedules.
- Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, and other material.
- Compiles and files student grade and attendance reports and other school records as required.
- Greets visitors to school, determines nature of business, and directs visitors to destination.
- Talks with student encountering problem and resolves problem or directs student to other worker.
- Answers telephone to provide information, take message, or transfer calls.
- Orders and dispenses school supplies.
- Accepts and deposits funds for school supplies and student activities.
- Disburses funds, records financial transactions, and audits and balances student organization and other school fund accounts.
- Maintains calendar of school events.
- Contacts substitute teachers when necessary.
- Write bus passes for students.
- Inventory and organize school supplies and distribute to staff
- Supervise students brought back to school by the bus. Call parents to pick students up.
- Arranges for office equipment maintenance.
- Organizes and maintains file system, and files correspondence and other records.

SUPERVISORY RESPONSIBILITIES

The job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) or one to three months related experience and/or training; or equivalent combination of education and experience.

SKILLS and ABILITIES

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS, SPECIAL SKILLS

Ability to demonstrate competency in bookkeeping.

Ability to effectively operate all general office equipment (copy machines, computer, printers, etc.)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers, handle, or feel and talk or hear. The employee frequently is required to star sit, and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.

