

**SURRY COUNTY PUBLIC SCHOOLS
SECRETARY I
JOB DESCRIPTION**

Job Title: Secretary I
Salary Index: .48
Reports To: 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.

- Operates computer terminal to input and retrieve data.
- Operates office machines such as typewriter, adding, calculating, and duplicating machines.
- Copies and compiles records and reports.
- Orders office and school supplies and dispenses supplies upon arrival.
- Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, and other material.
- 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.
- Maintains calendar of school events.
- Contacts substitute teachers when necessary.
- Verifies parents' notes and Issues bus passes for students.
- Organizes and maintains file system, and files correspondence and other records.
- Maintains records of part-time workers and maintains staff timesheets.
- Gathers and sorts mail and organizes materials to be mailed.
- Maintains records of copier use and reports to copy company on a monthly basis.
- Maintains student attendance and disciplinary referrals.

SUPERVISORY RESPONSIBILITIES

This 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.

LANGUAGE SKILLS

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.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS, SPECIAL SKILLS

Ability to effectively operate all general office equipment (copy machines, computers, 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 use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 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.

