

**Job Title:**                    **Administrative School Secretary II**



## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:**            Nonexempt  
**Reports to:**            Appropriate Supervisor or Designee  
**Supervises:**           Appropriate Staff as required  
**Pay Grade:**            Educational Support – 15

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**  
**JUNE 20, 2017**  
**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to provide routine administrative support involving secretarial duties, promoting efficient and organized operation of school office activities in an elementary or secondary educational facility, or a school instructional program or center.

## **ESSENTIAL JOB FUNCTIONS**

- Provides leadership of daily clerical and secretarial operations; plans, implements, and supervises clerical work for the assigned school office; promotes and makes recommendations to improve efficiency of office procedures.
- Composes and generates routine, confidential, and specialized correspondence, articles, memos, agendas, orders, reports, forms, manuals, or other relevant materials appropriate to the assigned office; researches, develops, and generates material for meetings, special projects, and official correspondence.
- Receives public inquiries and concerns, ascertaining the nature of the request, and resolving personally, directing it to the appropriate individual or department, or acting as liaison to the appropriate management personnel: may interpret rules, apply laws, regulations, policies, and procedures to employees and the general public as related to the school.
- Researches and administers the preparation and distribution of various special reports, notices, and other relevant materials for the dissemination of information to school personnel, administrators, and instructional staff.
- Administers the critical record keeping duties, and manages department record keeping and filing systems, i.e., personnel records, student files, school records, microfiche, etc.
- Oversees the timely management, processing and distribution of incoming and outgoing office mail.
- Prepares inactive cumulative records for microfilming and destruction in compliance with School District student records guidelines; registers and schedules new students; completes withdrawal and transfer procedures.
- Establishes and maintains a confidential filing system; categorizes and maintains manual and/or computerized filing systems; creates tracking systems and forms,

enters data, and cross indexes and files documents alphabetically, numerically, or by other designated classification.

- Compiles and verifies complex or technical information for processing; researches and assembles a variety of data from office records for incorporation into various reports.
- Serves as the confidential and personal secretary to school administrative officials performing the full range of secretarial functions, i.e., opening the mail, screening telephone calls and visitors, scheduling and maintaining appointment calendars, coordinating meetings and conferences, making travel arrangements, etc. Manages the office support staff; assigns, reviews, and evaluates the work of others.
- Performs various basic accounting duties according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Performs bookkeeping/accounting functions in maintaining the variety of internal operating records; collects fees, reconciles, and balances financial records; completes a variety of financial reports and submits to the appropriate departments.
- Assists in the preparation of various documentation regarding school budget and fiscal activities, e.g., weekly, monthly and annual reports; may receive and deposit funds, record financial transactions, and audit and balance the school fund account.
- Researches, maintains, and assists in the preparation of the facility's annual budget. Conducts pre-audits of the facility's budget (usually 8 to 10 budgets); keeps administrative personnel aware of budgetary shortages and balances.
- Reviews and approves purchase orders and work orders; maintains control of expenditures of such orders as authorized.
- Prepares and verifies payroll data; prepares payroll and time sheets for licensed, administrative, support staff, and substitute personnel; calculate, edit, and enter payroll and deduction data.
- Reviews and/or prepares payroll and leave records for calendar, instructional, non-instructional, and substitute personnel; ensures appropriate staffing in instructional and non-instructional areas.
- Coordinates interviews of prospective instructional and non-instructional personnel; assures appropriate documentation is obtained for hiring consideration.
- Administers medication to students in accordance with School District guidelines; maintains daily log of medication administered and files medical authorization forms; performs minor first aid, if applicable, on injured students; completes required accident reports and referrals.
- Orders materials and supplies, as needed; delivers cases of paper/books to classrooms.
- Ensures and secures coverage for all teaching positions.
- Updates messages on the school sign.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- High school diploma or equivalent.
- Three (3) years of responsible secretarial or administrative support experience, and the ability to type at a prescribed rate of speed.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- May require the possession of or the ability to obtain a first aid certificate.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of business English, spelling, and punctuation.
- Requires the ability to display knowledge of computer principles, techniques, and procedures.
- Requires the ability to display knowledge of operating principles and characteristics of information systems and associated computer hardware and software utilized by the department.
- Requires the ability to display knowledge of the use of specified computer applications involving word processing, data entry, and/or standard report generation.
- Requires the ability to display knowledge of specifics of an applied occupational field.
- Requires the ability to display knowledge of standard office practices, procedures, and equipment.
- Requires the ability to display knowledge of basic accounting mathematics, bookkeeping methods, and principles.
- Requires the ability to display analytical skills necessary to perform numerical calculations to obtain totals, balances, and to verify information from complex data.
- Requires the ability to display interpersonal skills necessary to effectively interact with internal staff, citizens, and other county officials and staff.
- Requires the ability to display knowledge of applicable state and federal statutes, rules, regulations, laws, and ordinances controlling the activities of a particular governmental entity or occupational field.
- Requires the ability to display knowledge of the application of basic first aid techniques.
- Requires the ability to display knowledge of routine word processing software and a familiarity with computer operations.
- Requires the ability to operate a computer keyboard and utilizing standard software applications used by the employing agency.
- Requires the ability to develop effective work methods and procedures.
- Requires the ability to plan, organize, and supervise the work of clerical subordinates performing a wide variety of tasks.
- Requires the ability to interpret, explain, and apply applicable laws, regulations, and policies.
- Requires the ability to make decisions in accordance with applicable laws, regulations, and policies.
- Requires the ability to assemble and organize data and preparing reports from such data.
- Requires the ability to meet and deal with the public in an effective, courteous, and cooperative manner.
- Requires the ability to accept, receive, and/or collect payments.
- Requires the ability to prepare and/or process purchase orders.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to determine individual benefit eligibility.
- Requires the ability to manage the budget within assigned department.

**PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: crouching, fingering, handling, hearing, lifting, mental acuity, pulling, pushing, reaching, speaking, talking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**