



Job Title: **Administrative Secretary I**

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 – 13

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 to moderately complex administrative support involving secretarial duties, promoting efficient and organized operation of office activities in the assigned functional area or administrative department.

ESSENTIAL JOB FUNCTIONS

- Answers phone, takes messages, screens calls, provides information to callers, and directs calls and messages to appropriate person.
- Receives, opens, sorts, and routes departmental mail; distributes departmental correspondence to appropriate destination.
- Compiles and maintains accurate and up-to-date records such as mailing lists, expense information, incoming and outgoing items related to deliveries and transactions, and other bookkeeping duties.
- Orders office supplies, materials, equipment, etc., to maintain sufficient inventory for departmental use.
- Schedules appointments, meetings, or reservations at the request of staff.
- Completes and processes forms for reimbursement or cash advances for expenses.
- Sets up and maintains files of records, reports, budget statistics, charts, and other departmental documents in an orderly fashion so that materials can be easily located.
- Organizes and maintains departmental payroll and leave records.
- Maintains files of word processing diskettes and backups so that documents can be easily located.
- Performs various basic accounting duties according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Assists in the compilation of the budget, including typing, calculating, and coordinating completion; maintains budget records throughout the year, documenting balances, expenditures, transfers, and amendments; reconciles budget and prepares financial reports.
- Maintains complex fiscal, operating, personnel, payroll, and activity records and routine and confidential office files; indexes documents for filing, locates and periodically purges records.

- Reviews and inputs attendance into computer system.
- Manages the purchasing card and maintains appropriate documentation for all card purchases.
- Submits check requests using proper documentation.
- Counsels students as well as parents/guardians regarding the requirements of entering specified programs and different educational options.
- Schedules training with providers and students; maintains and schedules the calendar for training rooms.
- Creates and distributes meeting notices; covers classes for meetings.
- 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.

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 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 and prepare and/or process purchase orders.

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, hearing, kneeling, mental acuity, pulling, pushing, reaching, speaking, talking, walking, visual acuity, fingering, and repetitive motion.

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: