SECRETARY LEVEL 3

JOB DESCRIPTION

DIVISION: As assigned	**GRADE:** White Collar – Level III
DEPARTMENT: As assigned	**WORK DAYS:** 206/216/248
REPORTS TO: As assigned	**FLSA STATUS:** Non Exempt
ESSENTIAL PERSONNEL: No	

POSITION SUMMARY

To provide secretarial services to the office of assigned supervisor.

MINIMUM REQUIREMENTS

- High School diploma or equivalent

CERTIFICATION: No

WORK EXPERIENCE: Minimum one year secretarial experience

PREFERRED QUALIFICATIONS

- Supplemental courses in keyboarding and general commercial subjects preferred
- General knowledge of word processing and modern office equipment, practices and procedures
- Ability to use a computer and computer applications
- Ability to understand and follow oral and written instructions
- Ability to organize and multi-task
- Ability to meet and interact effectively with students, staff, parents, and the general public

SUPERVISES

N/A

ESSENTIAL DUTIES

- Perform secretarial duties for the office assigned
- Maintain accurate files
- Maintain supervisor's calendar
- Manage duties specific to the office assigned
- May coordinate distribution of materials
- May track student information
- Perform duties as assigned by supervisor

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

Working Conditions: Normal office and school environment and /or classroom environment.
Physical Demands: Routine physical activity associated with normal office and school environment.
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Light Work: Involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.

BOARD APPROVED: 6/18/19

Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Minimum mental requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.