SECRETARY LEVEL 5

JOB DESCRIPTION

DIVISION: As Assigned	**GRADE:** White Collar – Level V
DEPARTMENT: As Assigned	**WORK DAYS:** 248
REPORTS TO: Secretary to Directors and School Principals	**FLSA STATUS:** Non Exempt
ESSENTIAL PERSONNEL: No	

POSITION SUMMARY

Manage the office with high level secretarial, and office management skills for a Martin County School District Director or school site Principal.

MINIMUM REQUIREMENTS

- High School diploma or equivalent

CERTIFICATION: No

WORK EXPERIENCE: Minimum of three years secretarial/office management

PREFERRED QUALIFICATIONS

- Knowledge of current computer software and technologies
- Knowledge of school board policies and procedures
- Ability to communicate orally and in writing
- Ability to compose correspondence and prepare reports
- Ability to work independently
- Ability to manage an office and sensitive material

SUPERVISES

N/A

ESSENTIAL DUTIES

- Manage the Office of the Director or school site Principal
- Perform secretarial duties for supervisor
- Maintain Director's or Principal's calendar
- Assist in preparation of reports, grants and other assigned projects
- Answer telephone calls
- Maintain records for office
- Manage duties specific to Director's or principal's office
- Coordinate travel for Director and staff and/or Principal

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.
Light Work: Involves exerting up to 20 pounds of force occasionally or up 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 assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. 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