

**PENDLETON COUNTY SCHOOLS  
JOB DESCRIPTION**

**Secretary**

**QUALIFICATIONS:**

1. High School Diploma.
2. Skilled in computer word processing and spreadsheets.
3. Ability to type with accuracy a minimum of 50 words per minute.
4. One year successful experience in bookkeeping preferred.
5. Must successfully pass State Competency Test for Secretary.

**REPORTS TO:**

As assigned

**EMPLOYEE CLASSIFICATION:**

Secretary I                      Secretary II                      Secretary III

**RESPONSIBILITIES:**

The secretary shall be responsible for:

1. Completing all reports and maintaining records as assigned by Principal or Supervisor.
2. Maintaining positive work habits.
3. Performing duties efficiently and productively.
4. Maintaining and/or upgrading skills as needed to perform job responsibilities.
5. Maintaining and/or improving personal qualities.

**PERFORMANCE STANDARDS:**

The following performance standards and indicators further define the job responsibilities of a secretary:

**A. Work Habits**

1. Maintains regular attendance.
2. Observes assigned work hours.
3. Meets assignment deadlines.
4. Complies with Pendleton County School policies governing employment.
5. Observes established safety procedures.
6. Stores stores supplies/equipment in an orderly and safe manner.
7. Maintains a clean and orderly work area.
8. Reports the need for equipment repair to supervisor promptly.
9. Keeps supervisor(s) aware of scheduled appointments and meetings.

**B. Performance**

1. Demonstrates knowledge of Board Policies and Administrative procedures as they relate to his/her assignment and that of the person that he/she is assigned.
2. Demonstrates the ability to plan and prioritize his/her daily activities.
3. Completes assigned tasks thoroughly as demonstrated by attending to details accurately and efficiently.

4. Acts efficiently in receiving and routing communications
5. Acts economically in the use of school/county supplies.
6. Respects the confidentiality of student/school/office information.
7. Develops a positive relationship with students/parents/public.
8. Acts effectively in the management of financial matters such as budget allocations, recording expenditures, maintaining balance for each account, reconciliation of check statements, etc.
9. Demonstrates the ability to follow directions.
10. Performs assigned duties efficiently without close supervision.
11. Works cooperatively with other staff members.
12. Anticipates job responsibilities that need to be performed.

### **C. Training and Experience**

1. Demonstrates effective use of procedures related to secretarial duties.
2. Participates in job-related training programs.
3. Reads current articles related to job assignment.

### **D. Personal Qualities**

1. Demonstrates the ability to work with others in a positive and productive way.
2. Exhibits enthusiasm for the position assigned.
3. Accepts responsibility for the work assigned.
4. Possesses physical/emotional health necessary for effective job performance.
5. Acts receptively to using current methods/procedures related to secretarial duties.
6. Maintains appropriate appearance and personal hygiene.
7. Accepts constructive criticism.