

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

SECRETARY I – RECORDS SECRETARY

POSITION: Secretary I – Records Secretary

REPORTS TO: Site Administrator

LOCATION: Various Schools

NATURE OF WORK:

This is skilled secretarial and clerical work, involving the responsible maintenance of specific functions, as well as related clerical duties, in an office or school. The employee typically works independently with regard to specific functions such as maintaining financial or student records and preparing necessary reports or assuming responsibility for a major segment of office work. The work is performed under the general supervision of a supervisor, school principal, or assistant principal. On occasion the employee may receive direction from a higher level secretary.

ESSENTIAL FUNCTIONS:

DUTIES AND RESPONSIBILITIES:

- Answer telephone and take messages for guidance department;
- Act as a receptionist for guidance area by greeting visitors and answering any inquiries;
- Register/enroll/withdraw students;
- Maintain all student entries and withdrawals;
- Maintain student records in files and on computer;
- Post test scores labels for PSAT, ASVAB, SAT, ACT and functional test scores;
- Update personal data on students as needed;
- Submit entry/withdrawal form to Central office;
- Post summer school and 8th grade coursework on student transcripts;
- Check records in from middle schools (health record, career folder, cumulative file, writing folder);
- File correspondence, report cards, interim reports, etc.;
- Prepare student transcripts for senior and for graduates;
- Assist with 8th grade registration;
- Provide secretarial support to guidance department (preparation of forms, letters, etc.);
- Coordinate diploma order and list for graduation;
- Order summer school diplomas;
- Order supplies for guidance department;
- Process student data and information for other agencies (Social Services, Juvenile Services, Walden, Cheltenham, etc.);
- Assist Assistant Principal with report cards, interim reports, grade changes and audit sheets;
- Assist counselor with honor roll, submit to newspaper after grade changes have been done;
- Assist other offices as workload permits or demands; and
- Complete other duties as requested by the Principal/Assistant Principal.

QUALIFICATIONS:

- Graduation from high school (or GED);
- Two years of general office, clerical, or secretarial experience;
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment);

- Thorough working knowledge of office technology, including office equipment and software;
- Ability to perform general office procedures;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
- Ability to be versatile in job responsibilities;
- Ability to work under a minimum amount of supervision;
- Ability to maintain integrity and confidentiality; and
- Ability to project a positive image to the public.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 10.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP