

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

SECRETARY II

POSITION: Secretary II - Office

REPORTS TO: Site Administrator

LOCATION: Various Sites

NATURE OF WORK:

This is a highly skilled secretarial position. The employee performs secretarial work of considerable difficulty, typically works independently, and assumes a major segment of the office work. The work is performed under the general supervision of the site administrator or administrator's designee.

ESSENTIAL FUNCTIONS:

- Answers telephone, and various inquiries from students, parents, staff, and the community;
- Greets visitors, and directs them to the proper location;
- Prepares and distributes correspondence, bulletins, reports, newsletters, brochures, agendas, forms, etc. as required and maintains appropriate files;
- Coordinates, prioritizes, and assures the quality and accuracy of work performed by other clerical employees;
- Processes requisitions and purchase orders;
- Maintains orderly office routines;
- Coordinates and communicates with various departments and schools;
- Schedules appointments and arranges conferences; and
- Report to work daily and on time.

DUTIES AND RESPONSIBILITIES:

- Participates in the establishment of work schedules of all clerical employees in the office to ensure that all work is disseminated;
- Receives, sorts, and forwards correspondence and telephone calls and messages for staff members;
- Schedules appointments and maintains calendar for the site administrator;
- Uses technology efficiently to complete work;
- Communicates with other departments and schools;
- Types and distributes correspondence, bulletins, notices, newsletters, surveys, agendas, lists, menus, etc. as required and maintains appropriate files;
- Assists in the preparation of county, federal, and state reports;
- Provides training to other staff as necessary; and
- Performs other related duties as required.

QUALIFICATIONS:

- Graduation from high school (or GED);
- Further secretarial training is desirable;
- Three 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;
- Considerable knowledge of school system reports, procedures, and processes;
- Ability to maintain integrity and confidentiality;
- Considerable knowledge of effective office practices and procedures;

- Working knowledge of bookkeeping procedures;
- Ability to make decisions in accordance with regulations and established policies;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
- Ability to work independently without supervision and ability to supervise others when required; 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 13.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

POSITION: Secretary II - School

REPORTS TO: Site Administrator

LOCATION: Various Sites

NATURE OF WORK:

This is a skilled secretarial position responsible for specific functions in a school. The employee typically works independently maintaining records and preparing necessary reports and may assume responsibility for a major segment of office work. The work is performed under the general supervision of the site administrator or administrator's designee.

ESSENTIAL FUNCTIONS:

- Answers telephone and various inquiries from students, parents, staff, and the community;
- Greets visitors and directs them to proper location;
- Prepares and maintains pupil records and various related reports; verifies pupil information and files appropriate reports such as Monthly Pupil Attendance Reports and Monthly Suspension Reports and contacts parents concerning attendance policies and procedures;
- Registers new pupils and requests prior school records, withdraws transferring pupils, and forwards permanent school records; and
- Reports to work daily and on time.

DUTIES AND RESPONSIBILITIES:

- Types and distributes correspondence, bulletins, notices, newsletters, surveys, agendas, lists, menus, etc. as required and maintains appropriate files;
- Assists in the preparation of county, federal, and state reports;
- Maintains supplies/forms and submits requests for replenishment;
- Receives, sorts, and forwards correspondence and telephone calls and messages for staff members;
- Communicates with other schools and departments;
- Schedules appointments and arranges conferences as needed;
- Provides direction to student office aides/volunteers;
- Maintains up-to-date bus routes and bus numbers for students; and
- Performs other related duties as required.

QUALIFICATIONS:

- Graduation from high school (or GED);
- Further secretarial training is desirable;
- Three 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;
- Considerable knowledge of school system reports, procedures, and processes;
- Ability to maintain integrity and confidentiality;
- Considerable knowledge of effective office practices and procedures;
- Working knowledge of bookkeeping procedures;
- Ability to make decisions in accordance with regulations and established policies;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
- Ability to work independently without supervision and ability to supervise others when required; 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 13.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP