

TITLE: SECRETARIAL PERSONNEL

REPORTS TO: Superintendent of Schools, Principal and Vice Principal.

TERMS: 10 1/2 or 12 months depending upon assignment.
HOURS: 8:00 a.m. – 4:00 p.m.

QUALIFICATIONS:

The School Secretary shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Be proficient in the use of Microsoft Office or an equivalent computer program.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Demonstrate appropriate telephone etiquette, with proper voice inflection.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
9. Shall perform other duties as assigned by Superintendent and Principal.