

HAMILTON SCHOOL BOARD

Notice of Non-Instructional Position Opening

June 19, 2018
Date

POSITION Administrative Secretary for HCES

SALARY RANGE \$24,105.60 – \$33,648.75

DUTIES See attached job description.

EXPERIENCE PREFERRED Experience as secretary for at least five years;
computer knowledge; experience and skills working with the public

EDUCATION PREFERRED High school diploma or equivalent

EFFECTIVE DATE OF VACANCY June 1, 2018

DIRECTION FOR FILING APPLICATION File application at www.hamiltonfl.com
using the FastTrack on-line application system.

DEADLINE FOR FILING APPLICATION Until Filled

INTERVIEW INFORMATION Qualified applicants will be contacted regarding
interview information. Meeting qualifications does not guarantee an interview.



Personnel Department

The Hamilton County School Board is an Equal Opportunity Employer

**In compliance with Article VII of the Agreement Between the Hamilton
County Education Association and the Hamilton County School Board.**

**Prior to recommendation for employment, the prospective employee must meet and pass
Level II Screening and Drug Testing requirements. The screening costs are the
responsibility of the prospective employee.**

**Persons with disabilities who require assistance to participate in the interview process
are requested to notify the personnel Office at (386) 792-7816 in advance so their needs
can be accommodated.**

SCHOOL DISTRICT OF HAMILTON COUNTY

JOB DESCRIPTION

ADMINISTRATIVE SECRETARY, SCHOOL

QUALIFICATIONS:

- (1) High school Diploma or equivalent.
- (2) Minimum of five (5) years related progressively responsible experience.
- (3) Must be able to type at least forty-five (45) correct words per minute.
- (4) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Skills in computer operations. Working knowledge of basic office procedures and the operation of office machines and equipment. Knowledge of the operation and programs of the school system. Considerable knowledge of office practices, grammar, spelling, business correspondence and accounting. Ability to exercise independent judgment. Ability to deal effectively and courteously with students, parents, school personnel and the public. Ability to perform required bookkeeping tasks. Ability to efficiently and effectively manage multiple tasks in stressful situations.

REPORTS TO:

Principal

JOB GOAL

To assure the smooth and efficient operation of the school office so there will be a maximum positive impact on the students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Prepare and type a variety of correspondence, records, reports, newsletters, bulletins and programs.
- * (2) Input free and reduced lunch information and process the information as required.
- * (3) Perform office routines and practices associated with a busy, productive and smoothly-run office.
- * (4) Maintain the sick / vacation leave records.
- * (5) Prepare school / departmental payroll reports for submission to the District office.
- * (6) Obtain substitute teachers.
- * (7) Provide all bookkeeping services for the internal accounts of the school.
- * (8) Maintain school records and files as required.
- * (9) Provide bookkeeping services for the school budget as required.

Inter / Intra-agency Communication and Delivery

ADMINISTRATIVE SECRETARY, SCHOOL (Continued)

- *(10) Answer the telephone and in a courteous and professional manner.
- *(11) Distribute all incoming and outgoing mail.
- *(12) Receive and route incoming calls.
- *(13) Communicate effectively with students, staff and administration.
- *(14) Respond to inquiries and concerns in a timely manner.
- *(15) Provide copying service for the staff as directed by the Principal.
- *(16) Keep supervisor informed of potential problems or unusual events.

Employee Qualities / Responsibilities

- *(17) Maintain a courteous and professional manner.
- *(18) Maintain confidentiality.
- *(19) Use positive, effective interpersonal communication skills.
- *(20) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- *(21) Participate in workshops and training to update skills.

System Support

- *(23) Coordinate the clerical work of the administrative office of the school as directed by the Principal.
- *(24) Prepare all required reports and maintain all appropriate records.
- *(25) Follow all School Board policies and school policies and procedures.
- *(26) Exhibit the interpersonal skills necessary as an effective team member.
- *(27) Demonstrate support for the School District and its goals and priorities.
- (28) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities