

**School District of Santa Rosa County  
Job Description**

**Secretary I**

<b>Reports to:</b> Principals/Administrators & Managers	<b>FLSA Status:</b> Non-Exempt
<b>Department:</b> All	<b>Prepared by:</b> Human Resources
<b>Date:</b> June 26, 2014	<b>Job Code:</b> Same as Principal/ Administrator & Manager
<b>Position #:</b> 42000	<b>Range:</b> 6

**Principal Duties and Responsibilities (Essential Functions):**

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Performs duties of staff assistant and participates directly in the work of the supervisor such as interviewing visitors, securing details of specialized information coordinating office work and providing information regarding the services and operation of the unit and may function as receptionist;
- Keeps supervisor's appointment calendar and schedules appointments;
- Receives and screens calls and refers callers to other employees;
- Takes notes and minutes of conferences, meetings and functions as required;
- Prepares forms independently and composes letters for supervisors' signature;
- Sets up and maintains specialized files and files letters, reports and related technical information in the prescribed manner;
- Assembles information for supervisor's use and opens, prioritizes and processes mail;
- Types, Performs data input, proofs and processes letters, forms, manuals, reports, schedules, booklets, requisitions, purchase orders and related paper work;
- Types information or enters data in computer containing specialized technical terminology;
- Uses computer, data entry or word processors to input data and retrieves data for informational reports;
- Performs research and retrieval of records and data;
- Conducts statistical comparison of information for supervisor's use;
- Assists in the preparation and maintenance of departmental records, maintains bookkeeping, fiscal records, time and payroll records;
- Performs other duties as required or assigned.

**Supervision Received:**

Principals/Administrators and Managers

**Supervision Exercised:**

None

**Minimum Qualifications & Skills Required:**

- Graduation from high school or GED.
- One year experience in secretarial duties, including in the operation of a PC or similar data entry equipment.

**Preferred:**

Operation of computer/data entry equipment; type; and transcribe data.

**Physical Demands:**

Must be able to operate a typewriter and keyboard; sit for long periods of time, communicate using speech, hearing and vision skills. Office setting. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Terms of Employment:**

Approved Compensation Plan

Educational Support Salary Schedule

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.