

Marion County Schools Job Description

Title: **Secretary**

Qualifications: High School Diploma
 (Associate or Bachelor's degree preferred)
 Typing and use of Microsoft Office skills, email and internet
 usage skills (required)
 Ability to use basic office equipment such as but not limited
 to fax machine, copier, scanner, computer
 Successful secretarial experience preferred
 Such alternatives to the above qualifications as the Board
 may find appropriate and acceptable

Reports To: Director of Department / School Administrator

Job Goal: To coordinate matters essential to the efficiency and
 effectiveness of the assigned Department / School, to assure
 the smooth and efficient operation of the office by completing
 detail and written work and coordinating other matters
 essential to the job so that the office's maximum positive
 impact on the education of children with special needs can
 be realized

Performance Responsibilities:

1. Types a variety of materials such as letters, reports, memos, etc.
 depending upon the practice of the department
2. Files correspondence, records and other documents in an accurate and
 timely manner
3. Maintains all department / school records in an organized manner
4. Liaison for calls and e-mails from parents, districts and agencies regarding
 requests for information and documentation. Speak with parents,
 teachers, district staff etc. taking appropriate action to provide information
 needed or direct to appropriate personnel.
5. Maintains a current inventory of all instructional supplies and equipment
 and processes purchase requisition / orders as needed to purchase
 supplies for department / school following guidelines of District purchasing
 policy / procedures
6. Maintain all office equipment and liaison with technology and vendors to
 address technical issues.
7. Maintains and attractive and comfortable work environment

8. Any other duties as assigned by Director / Principal relevant to the position, department, and/or school.

Terms of Employment: 190 days, 200 day or 245 day position

Evaluation: Performance to be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Services Personnel.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

EEO STATEMENT

Marion County School District does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.