

LIBERTY UNION HIGH SCHOOL DISTRICT
PRINCIPAL'S SECRETARY

DEFINITION

Under minimum supervision performs a wide variety of clerical and secretarial tasks according to prescribed procedures and/or instructions within broadly defined policies, and does related work as needed.

DISTINGUISHING CHARACTERISTICS

The position of Secretary to the Principal requires excellent communication skills; ability to be proactive in solving problems; ability to implement policies, maintain operations and budgeting procedures efficiently; ability to take and to give directions; ability to work as a team member; and the ability to promote a harmonious, positive environment.

EXAMPLES OF DUTIES

Prepares correspondence, memoranda, reports and other materials; acts as receptionist; answers the telephone and provides information as pertinent to the office of the principal; supervises and coordinates all school office functions; maintains school personnel records, including timesheets; maintains event calendar, including facility use; maintains accurate budget and fiscal figures for location; assists in the orientation and training of new employees; coordinates classified substitute coverage; performs secretarial skills appropriate for location and supervisor; may assist in other areas of school clerical activities at times of reduced office staff or peak work periods.

QUALIFICATIONS

Knowledge of:

Modern office methods, practices and procedures;
Correct English usage, spelling, grammar and punctuation;
Standard office machines, including word processing, spreadsheets, presentation software and other computer skills;
Job management skills.

Ability to:

Type a net corrected speed of 60 words per minute;
Perform responsible and difficult clerical work with accuracy and speed;
Compile, maintain and submit accurate and complete records and reports;
Make arithmetical calculations quickly and accurately;
Maintain accurate budget and fiscal records and prepare and submit related reports;
Be proactive and creative in solving problems, take initiative, and demonstrate good judgment;
Work well as a team member and promote a collaborative work environment;
Communicate well with all community members.
Maintain confidentiality;
Prioritize projects and deadlines;
Communicate positively with students and staff;
Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise, tact and good judgement.

Experience:

Three years of experience in secretarial work requiring a high level of responsibility;

Education:

Equivalent to completion of twelfth grade, including or supplemented with higher education (AA, etc.) or commercial courses relating to the job.