

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Secretary High School

JOB CODE: 4114

DEPARTMENT: Senior High Schools

PAY GRADE: 22 (UO)

DATE: 01/29/01

BASIC OBJECTIVES

This is highly responsible secretarial/clerical and administrative support work. The work involves assigning, reviewing, and coordinating the work activities of other clerical and administrative support personnel. The job incumbent serves as secretary to the School Principal and is responsible for insuring the smooth and efficient delivery of clerical, secretarial and administrative support services necessary for school operations.

JOB TASKS/RESPONSIBILITIES

1. Serves as secretary to School Principal and provides such secretarial and administrative support as necessary to facilitate the work of the Principal or other administrative staff.
2. Assigns, reviews and/or coordinates the work activities of clerical, secretarial and administrative support personnel, and monitors the status of major operational or programmatic task assignments to insure that timetable for data reporting or task completion are complied with.
3. Functions as liaison with the various district administrative and/or operational support offices (Payroll, Certification, Personnel, Salary, Accounting, Budget, Maintenance, Transportation, etc.) to obtain information, resolve problems or discrepancies, arrange for support services, etc.
4. Initiates requisitions for textbooks, requests for maintenance service, requests for personnel action and other support services, and compiles and maintains inventory of property and textbooks.
5. Schedules meetings and maintains appointment calendars, prepares reports, correspondence, memoranda and other documents, and may draft responses to routine correspondence.
6. Maintains accurate records of Board Rules, State Statutes, directives, policy and procedure documents, and employee personnel files.

7. Receives, routes and/or responds to inquiries from parents, students, faculty and the general public regarding school operations, programs, or matters of policy or procedure.
8. Operates CRT to access the various MSA applications and to enter, maintain or retrieve information.
9. Compiles and maintains information for preparing budgets, responding to surveys, preparing program reports, conducting annual or periodic audits or related purposes.
10. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: twisting, reaching, sitting, standing, walking, finger dexterity, repetitive motions, talking, hearing and visual acuity.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. Minimum of two years secretarial or advanced clerical experience.
3. Knowledge of school operations and attendance policies and procedures.
4. Ability to operate automated office equipment.
5. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 08/24/83, 02/18/93, 10/07/94