

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

CLASS TITLE School Secretary

JOB CODE 4122/4123

DEPARTMENT: Schools

PAY GRADE 20 (UO) DATE 01/15/2004

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### **BASIC OBJECTIVES**

This is advanced secretarial and clerical work. The work normally involves providing such secretarial/clerical support and assistance as is required to maintain the day-to-day operation of the school principal's office.

### **JOB TASKS/RESPONSIBILITIES**

1. Receives and routes incoming mail; independently responds to routine inquiries or takes such action as may be dictated by prior supervisory instructions and established office practices.
2. Establishes and maintains control procedures for processing incoming correspondence and action documents; monitors progress of work assigned supervisor's subordinates to insure timely reply or action.
3. Assembles and summarizes information from office files and documents or other available sources based on general supervisory instructions as to the nature of information required.
4. Maintains calendar for administrative personnel by scheduling appointments and conferences.
5. Operates a variety of standard business and office machines and equipment including: typewriters, word processors, transcription equipment; telecommunications terminals, copiers, fax machines, and micro-computers.
6. Prepares and types correspondence, memoranda, reports, forms and documents; may independently compose correspondence regarding office or program activities, policies and procedures.
7. Attends meetings with principal or assistant principal(s) and records minutes of meeting or takes special notes.
8. Receives and screens incoming telephone calls; ascertains the nature of the caller's or visitor's business and routes to appropriate office or official.

9. Establishes and maintains file management system including personnel files and confidential records; initiates requests for administrative support services.
10. May maintain routine clerical/accounting and budget records; may prepare and submit work unit's payroll and maintain inventory of office equipment and supplies.
11. Assists principal, administrative staff and principal's secretary with various office activities, and acts as principal's secretary during absence of same.
12. Performs related work as required or as assigned.

### **PHYSICAL REQUIREMENTS**

This is sedentary work which requires the following physical activities: bending, stooping, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The work is performed indoors.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Graduation from high school or an equivalent recognized certificate. Additional vocational/technical or college level coursework in business or public administration, secretarial science, office or business studies, desired.
2. Two (2) years secretarial or advanced clerical experience.
3. Knowledge of school operations and related policies and procedures preferred.
4. Ability to operate automated office equipment.
5. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 08/19/94, 07/01/98, 01/29/01