

**JOB DESCRIPTION**

**TITLE: SECRETARY/BOOKKEEPER (Central Office Only)**

**PRIMARY FUNCTION:**

To perform quality clerical work and other related work as required.

**DESIRED QUALIFICATIONS:**

1. Any combination of education and experience equivalent to graduation from standard high school.
2. Thorough knowledge of standard office practices and procedures, equipment and secretarial techniques.
3. Thorough knowledge of grammar, spelling, and mathematical procedures.
4. Ability to interpret and apply policies and procedures to daily activities.
5. Ability to type accurately and transcribe dictation at a reasonable speed.
6. Ability to establish and maintain effective working relationships with others.
7. Ability to work independently in the absence of the immediate supervisor.
8. Ability to meet and assist the public effectively.
9. Ability to understand and follow oral and written instructions.

**PERFORMANCE RESPONSIBILITIES:**

1. Serve as personal secretary and office management aide.
2. Review and screen incoming correspondence and communications routed to the administrator.

3. Refer specific communications or correspondence to appropriate staff members for the gathering of data for the administrator's review.

**Page 2**

**Job Description**

**Secretary/Bookkeeper (Central Office Only)**

4. Initiate follow-up activities to ensure that the operational time lines are met.
5. Arrange correspondence for supervisor's personal reply with appropriate background materials.
6. Independently or in accordance with general instructions, compose correspondence concerning a wide range of subjects requiring a through knowledge of policies, regulations, and operational procedures.
7. Review outgoing correspondence.
8. May take notes of meetings and conferences, and prepare an accurate summary.
9. May take and transcribe dictation pertaining to a wide variety of subject areas, including materials that may be of privileged or sensitive nature.
10. Serve as an administrative aide by receiving and responding to inquires from either office visitors or from telephone contacts.
11. Prepare input data for a computerized record management, storage, and retrieval system, and utilize the output reports in the office operational functions.
12. Requisition, order and maintain an adequate inventory of supplies and instructional materials.
13. Maintain a variety of records and files, which may include student, personnel, budget, expenditure, payroll, and a variety of other related records and files.
14. Schedule and organize the clerical functions of the office.

15. Provide input concerning the technical evaluation of the other clerical staff.
16. May assist in the scheduling of school facilities pertaining to civic center use.
17. Performs other duties as may be assigned.

**Page 3**

**Job Description**

**Secretary/Bookkeeper (Central Office Only)**

**TERMS OF EMPLOYMENT:**

As per statement of employment for non-certificated personnel.

**EVALUATION:**

Performance will be evaluated in accordance with school board policy and regulations on evaluation of personnel.

**Adopted: by the Bristol Virginia School Board on October 3, 2005.**