

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: OFFICE SUPPORT–MIDDLE SCHOOL SEC/TREASURER SCHOOL –BASED

GENERAL STATEMENT OF JOB

Under general supervision serves as program assistant performing a variety of moderately complex bookkeeping, administrative and receptionist duties requiring an awareness of virtually everything happening in a school environment. Work involves independently preparing routing correspondence; compiling information for reports; maintaining microcomputer-based accounting systems; performing technical accounts payable functions. Employee is also responsible for maintaining school-related files of a variety of records, reports, documents, and correspondence using a variety of computer driven work processing, spreadsheet and file maintenance programs and assimilating information from a variety of sources to compose letters, generate reports and provide informational data. Reports to a Principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Screens and independently handles calls and visitors; gives a variety of information utilizing knowledge of programs and procedures; answers telephone and takes messages; types correspondence for administrative staff.

Maintains and accurate record of absences for school-based employees in a computerized system; completes the turnaround report for payroll; informs staff of the number of days remaining for annual and sick leave; assists teachers with leave forms when needed.

Check prices for supplies in the warehouse catalog; types and codes requisitions; prepares some maintenance service requests; verify supply orders and distribute; assists assistant principal with required fire drills.

Maintains a multi-fund bookkeeping system using a computerized accounting program; verifies and receipts collections from teachers and other school personnel; creates deposits daily, issues local purchase orders for school funds; verifies invoices for payment; enters accounting transactions into the system; generates monthly reports including cash/flow statements, balance statements, and income/expenditure statements for each fund; maintains accounts payable files for verification of receipt of items.

Processes information using a variety of computer driven word processing spread sheet and file maintenance programs. Work includes assimilating information from a variety of sources to compose letters, generate reports and provide informational data.

OFFICE SUPPORT– MIDDLE SCHOOL SEC/TREAS

Schedules substitute teachers for unexpected absences and assists teachers as needed; assists substitutes as various needs arise.

Summarizes information for standard reports; selects data from varied sources; maintains service log for copiers, typewriters, office equipment; maintains records of student accidents and insurance claims; maintains school lunch fund for students.

Types monthly copier maintenance reports and a variety of invoices and forwards to the administrative offices.

Maintains inventory of school supplies and orders items as needed.

Screens and routes materials according to content of communications; opens, sort and distributes mail; routes information to the appropriate persons.

Assists students, parents, other persons coming into office.

Composes forms, letters, memorandums, reports, minutes; drafts information and newsletters; corrects punctuation, capitalization spelling and grammar of material transcribed and determines proper placement or arrangement.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by course work in secretarial science or business practices with specific course work in the operation of popular word processing, spreadsheet and file maintenance computer programs preferred and 1 – 3 years experience in secretarial or clerical work and some experience in office management and the operation of computers using popular word processing, spreadsheet and file maintenance programs; or an equivalent combination of experience and training.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to use a variety of automated office equipment including computers, copiers, typewriters, calculators, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

OFFICE SUPPORT– MIDDLE SCHOOL SEC/TREAS

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc. Requires the ability to prepare correspondence, simple reports, forms, etc., using proper format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; and to utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shapes of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the operations and activities of the department.

OFFICE SUPPORT– MIDDLE SCHOOL SEC/TREAS

General knowledge of common word processing, spreadsheet and file maintenance programs.

General knowledge of computers and peripheral equipment.

General knowledge of SIMS (school based).

General knowledge of the principles of organization and administration.

Ability to generate correspondence and reports independently.

Ability to operate common office machines.

Ability to prepare and process documents such as purchase orders, invoices, etc.

Ability to perform basic bookkeeping tasks.

Ability to plan meeting agendas.

Ability to sort and distribute documents.

Ability to maintain complete and accurate records and to develop standard reports from those records.

Ability to respond to questions based on considerable knowledge of the department.

Ability to understand and follow oral and written instructions.

Ability to type accurately at a moderate rate of speed.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.