



Please Post

POSITION ANNOUNCEMENT

June 28, 2022

The Homewood City Board of Education is seeking applications for:

Central Office Secretary/Receptionist – 12 month

Interested applicants should have a minimum of a high school diploma, good organizational skills, and responsible experience in general office procedures. This position requires the ability to adapt, a willingness to learn and computer knowledge. The secretary will work within the framework of the Homewood Board of Education.

Applicants should be properly certified for the position. Salary will be based on experience and qualifications.

Applications may be [submitted here](#).

Internal applicants should only submit an email of interest and a current resume to Dr. Kevin Maddox.

It is the policy of the Board that no person in this district shall, on the basis of race, sex, religion, belief, national origin, age, disability, ethnicity, sexual orientation, gender identity, and/or any personal characteristic(s), or an affiliation with the Boy Scouts of America, be denied the benefits of, or be subject to discrimination in any education program or activity. This includes employment, retention, and promotion.

Homewood City Schools

Role Description

POSITION TITLE: **Central Office Secretary/Receptionist**

SUMMARY: A central office secretary/receptionist performs complex secretarial duties which require a high degree of concentration and independent judgment.

PERFORMANCE RESPONSIBILITIES:

- Answers and screens all incoming calls and transfers to appropriate individuals.
- Greets visitors with a high level of customer service.
- Plans, organizes, and set priorities on work and works independently without immediate supervision.
- Composes, prepares and edits confidential correspondence and complex reports.
- Maintains calendar and schedules appointments, meetings, and conferences.
- Screens and routes correspondence, reports, and bulletins.
- Obtains and relays information from visitors on their needs and when necessary refers to appropriate administrative staff.
- Determines procedures for handling unique problems.
- Conforms to safety practices as prescribed.
- Performs other tasks related to the position as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Prepares purchase orders, contracts, and requisitions for department supplies and/or services as directed.
- Maintains and submits reports, records, and correspondence in a timely and accurate manner.
- Knowledge of secretarial practices, current technology, office management, and record keeping/accounting.

- Knowledge of board policy and ability to follow rules, regulations, and office procedures.
- Ability to interpret, explain, and apply written and oral instructions, procedures and regulations.
- Ability to cooperate with management, staff, and public.
- Ability to get along with others.
- Ability to promote public relations and to deal tactfully and diplomatically with people.
- Ability to keep information confidential and maintain an ethical attitude.
- Ability to apply basic grammatical rules.
- Ability to do editorial checking for spelling, punctuation, and grammar.
- Ability to prepare complex reports or letters on own initiative or as directed.
- Ability to work under pressure, meet short deadlines, and shift suddenly to new tasks when priorities change.
- Ability to concentrate on accuracy of details.
- Ability to maintain expected records in an orderly manner.
- Ability to document events/conversations of importance.
- Judgment as to when to act independently and when to refer situations to supervisor.

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