

FLINT COMMUNITY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER

Posting Dates: December 8-14, 2005

TITLE: Secretary, Child Accounting – Holmes Middle School

QUALIFICATIONS:

Education: High school graduate or GED certificate. Post-high school business classes or equivalent experience desirable.

Skills: General office skills including filing, keyboarding, record keeping, operating office machines, and communicating with staff, students, and public with tact and courtesy. This position requires considerable telephone communication and student contact.

Knowledge of basic computer programs, including word processing, spreadsheet and data base.

Ability to keep records systematically and prepare accurate reports.

Knowledgeable of child accounting procedures.

Good written and oral communication skills.

TESTING: Keyboarding
Work Sample

Other Requirements:

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check; and 4) 5-panel drug test.

REPORTS TO: Building Principal

TERMS OF EMPLOYMENT: **Grade 3; 239 Days; 40 Hours per week, beginning salary \$ 452.00 per week**

ESSENTIAL FUNCTIONS:

Performs general office skills including filing, keyboarding, record keeping, operating office machines, and communicating with staff, students, and public with tact and courtesy. This position requires considerable telephone communication and student contact.

Maintains student records systematically and accurately.

TITLE: Secretary, Child Accounting – Holmes Middle School

ESSENTIAL FUNCTIONS (Continued):

Maintains master student information card file on present and former students; prepares notice of entry and leaving, records information on cumulative record cards, computes monthly child accounting report and year end report.

Prepares first and second count reports, annual membership report, and secures copies of all documentation.

Verifies and reports student enrollment and attendance.

Circulates and maintains check out card file.

Maintains up-to-date homeroom rosters and total school enrollment count by grade.

Copies records and transcripts as requested.

Prepares fire drill reports and student work permits.

Serves as backup to head secretary, and performs duties, as required, in absence of head secretary.

Performs other related secretarial and clerical duties as assigned by supervisor.

PHYSICAL DEMANDS FOR POSITION:

Sedentary Work (See U.S. Department of Labor Guidelines)

EVALUATION:

Performance of this position will be evaluated annually in accord with provisions of the Secretarial and Clerical Master Contract.

chf-human resources
10/04/05