

**Mercer County Schools**  
**JOB DESCRIPTION**

Job Title: Secretary/Registrar	Reports to: Principal/Counselor
Job Class Code: 7773	Work Schedule: 7.5-8 hours/203-220 days
Pay Scale: Per Classified Hourly Schedule	Approval Date:

**PERFORMANCE RESPONSIBILITIES**

**BASIC FUNCTION:** Organize, coordinate, schedule and perform office functions at a comprehensive high school; serve as secretary to the Principal and coordinate communications between administrators, District and site personnel, parents, students and the general public; train and provide work direction to clerical personnel and others as assigned and/or serve as the registrar for the school and maintain complete and accurate student accounting records for students in an assigned school.

**REPRESENTATIVE DUTIES:**

- Organize and coordinate a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at a small to medium-sized high school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines.
- Serve as secretary and provide administrative assistance to the Principal; make, schedule and arrange appointments, meetings and conferences.
- Coordinate and facilitate communications between District and site personnel, parents, students, school and community organizations and the general public.
- Communicate with a variety of site and District personnel and administrators to coordinate school operations and maintenance, resolve conflicts and issues and exchange information as appropriate.
- Perform secretarial duties for the Principal, assisting with routine administrative matters as appropriate; independently compose letters, memoranda and other materials.
- Assist the Principal in the preparation and maintenance of financial, statistical and narrative reports; research, compile and organize information.
- Initiate budget preparation; work with Department Chairpersons in preparing individual budgets to meet needs; prepare forms and assist the Principal in preparing and monitoring budget.
- Process purchase orders; assist Department Chairpersons with adjustments and with making transfers; review computer printout and balance accounts to assure accuracy.
- Type from notes, rough draft or verbal instructions a variety of written materials including correspondence, bulletins, memoranda, calendars, requisitions, records, reports and evaluations.
- Maintain daily teacher attendance log and records of substitute teachers.
- Compile and organize information for the Principal; compose and respond to routine correspondence; open, sort, review and route mail.
- Coordinate and assist with special events for the high school; assist in selection of personnel and program; assure adherence to legal requirements and Board policies; maintain budget; work with and assist personnel assigned to the event.
- Maintain student files related to grades, records and test results; maintain confidential files and records.
- Maintain student demographic information in computer.
- Assist school nurse in obtaining and verifying student health records such as immunizations; notify parents if additional information is needed.
- Enroll new students and assign to proper grade level, counselor and homeroom; submit proper forms and information to the Central Office.
- Withdraw students according to established procedures; complete required forms and submit

to the Central Office and new school as requested.

- Process and transmit requests for undergraduate, senior and alumni transcripts and mid-year reports.
- Complete and transmit monthly reports to Central Office as assigned.
- Prepare the senior graduation list with class rank and averages; order and proofread diplomas.
- Perform clerical duties such as typing as requested; assist with special projects as needed.
- Process requests for driver verification forms.
- Assist with verifying student grades, averaging grade points and verifying eligibility for designated extracurricular clubs or activities; update student permanent records as needed.
- Train and provide work direction to clerical personnel, student assistants and others as assigned.
- Operate a variety of business and office machines including typewriter, calculator, computer, copiers, and communications equipment.
- Order a wide variety of equipment, materials, supplies and special items requested by faculty; assure receipt and proper distribution.
- Answer phones and greet visitors; take and relay messages; provide information to students, parents, faculty and site personnel; interpret, apply and explain District policies and school procedures and regulations.
- Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

- School office terminology, practices and procedures.
- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Budget preparation and control.
- Operation of standard office machines.
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Letter and report writing skills.
- Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative matters.
- Perform public relations and communications services for the Principal and/or Counselors office.
- State regulations regarding competency tests, health records and confidentiality.
- Maintain accurate financial and statistical records.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Compose correspondence independently.
- Type at an acceptable rate of speed.
- Complete work with many interruptions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Operate a variety of office machines including typewriter, calculator and copiers.
- Maintain good public relations with students, parents, teachers and the public.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.

- Compile and maintain accurate records, verify data and prepare reports.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

#### MINIMUM QUALIFICATIONS

**EDUCATION AND EXPERIENCE:** High school graduate, G.E.D., Associates degree or equivalent supplemented by three years of related work experience. Additional education will substitute for the required experience on a year-to-year basis.

#### IMPORTANT NOTES

*Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*