



# Pickens County Schools

## Job Descriptions

### **BUSINESS SERVICE SECRETARY**

**Title/Position:** Business Services Secretary

**Retirement:** Teacher Retirement System of Georgia

**Terms of Employment:** 240 Days, 8 hours/day

**Salary:** Classified Salary Schedule Grade D (Starting pay \$15.00/hour)

**Reports to:** Chief Financial Officer

**Qualifications:**

1. High School Diploma
2. Proficient in business English, spelling, mathematics, and office practices.
3. Ability to work professionally with the public and others, both in person and over the phone.
4. Excellent computer skills including but not limited to: Word, Excel, Microsoft Office and office machine proficiency.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### **RESPONSIBILITIES**

- Assist finance department personnel in maintaining compliance with federal, state, and local laws, guidelines, and policies.
- Performs a variety of duties to support finance personnel in handling daily activities.
- Obtains, gathers, organizes, and formats pertinent data.
- Creates and maintains department files with accuracy and confidentiality; routes and/or stores files as directed and needed.
- Composes and types routine correspondences, maintains filing system, and processes incoming information and communications.
- Assists in maintaining efficient office operations by performing clerical duties.
- Operates standard office equipment such as computer, calculator, copier, etc.
- Interacts effectively and professionally with general public, staff members, students, and parents, using tact and good judgment.
- Attends approved training sessions, professional development activities, and required meetings as assigned.
- Reviews current developments, literature, and technical source information related to job responsibilities.
- Contributes to an atmosphere of harmony and goodwill in the workplace.
- Perform other duties as assigned by supervisor/administrator.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

**FLSA Status:** Non-Exempt