

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### TRICOMA SECRETARY

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Three (3) years of clerical experience.
- (3) Type at a prescribed rate of 35 CWPM.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of computer and data entry skills. Ability to use various office equipment effectively.  
Ability to relate well with others.

**REPORTS TO:**

Director, Elementary / Middle Education

**JOB GOAL**

To ensure that TRICOMA is operated efficiently and effectively to provide quality services.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Perform a variety of secretarial / clerical functions for the TRICOMA Advisory Committee.
- \* (2) Prepare and monitor the budget, and present it to the Advisory Council for adoptions.
- \* (3) Prepare and present reports on current and up-coming teleconferences and programs being broadcast over satellite.
- \* (4) Coordinate, record, and transmit requested programs and teleconferences.
- \* (5) Maintain an up-to-date computerized catalog of video tapes and other media resources.
- (6) Oversee and expand the TRICOMA media collection and circulation system, and keep personnel abreast of new programs.
- \* (7) Fill video orders and requests to tape teleconferences.
- \* (8) Assist in the selection and the dubbing of videos and tapes when requested.
- \* (9) Assume responsibility for broadcasting Distant Learning.
- \* (10) Assume responsibility for making sure that all the equipment works properly and repairs are made when needed.
- \* (11) Perform bookkeeping functions associated with TRICOMA.
- \* (12) Process in-coming correspondence, compose and type routine correspondence associated with TRICOMA.
- \* (13) Prepare requisitions for purchase orders, supplies and equipment.
- (14) Maintain a regular filing system.
- (15) Assume responsibility for the care and cleanliness of the TRICOMA office.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (17) Ability to work in a constant state of alertness and safe manner.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TRICOMA SECRETARY (Continued)**

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 9**  
**Job Code 07; Job Code 51071; EEO Line 33**

**Grant Supported Instructional Position**  
**11 Months**

**Revised Board Approval 04/11/2017**