**NESHOBA COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** **Receptionist/ 16 Section Clerk**

**LOCATION: O**ffice of the Superintendent of Education

**TITLE OF SUPERVISORS:** Superintendent / Assistant Superintendent

**GENERAL RESPONSIBILITIES:**

Performs a variety of secretarial functions for the operation of the Superintendent’s Office and provides assistance to the office staff and to the general public. oversee all 16' Section Land in the Neshoba County School District and make reports to the Neshoba County School District's Superintendent and the Board of Trustee concerning said land,

**SALARY:** Salary is reflective of years’ experience and the Neshoba County School District salary schedule.

**MINIMUM QUALIFICATIONS:**

* **High School Graduate or Equivalent minimum;**
* **Minimum three (3) years’ experience as a secretary, preferably in a school setting;**
* **Ability to operate standard office equipment;**
* **Proficient Computer Skills;**
* **Strong Organizational Skills;**
* **People oriented / able to relate well to staff, assisting the public and answering telephone calls;**
* **Confidentiality, maturity, and professionalism at all times is essential for this position.**

**DESCRIPTION OF DUTIES**

1. Assumes responsibilities as directed by Superintendent and Office Staff;

2. Operates within school district policies and procedures;

3. Promotes a positive image of the school district to the public;

4. Answers incoming telephone calls, greets, and assists the general public;

5. Personnel Records – Keeps all personnel documents and forms. Processes paperwork when employees are hired, terminates, or retirees. Processing includes data entry into E-Verify and MS State Directory of New Hires, MS Child Abuse Registry, and email forms to appropriate entities;

6. Assist with monthly payroll processing. Assists with Insurance processing which includes data entry of enrollment forms into Blue Cross Blue Shield, VSP, Delta Dental and update changes in database;

7. Send new employee packets to all new hires in Frontline. Process and review paperwork with new hires. Assist in entering information in INNOVAK, SAMS, MSIS.

8. Update forms and maintain employee information in Frontline.

9. Weekly Time Sheets-enter in time for all Non-Certified Central Office Staff. Enter all VHE substitute’s time in Excel.

10.Update cafeteria and teacher substitute list.

11. Bank Deposits – receipts all monies and prepares daily deposits. Record all deposits into accounting software program;

12. Trip Requests – keep records of all trip requests and maintain calendar of trip requests. Send all bus requests to the transportation director.

13. Verification of Employment – verifies present and/or previous employment by telephone request or written request from various agencies;

14. Work closely with Superintendent’s office, 16 Section land manager and business manager regarding all 16th section information and transactions.

15. Keep the superintendent informed about all 16th section leases and concerns.

16. Keep land manager informed on upcoming board agenda items and lease payments.

17. Update and maintain spreadsheet in excel as payments are made or lease information changes.

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18. Work up 16 Section and Forestry board agendas and send agendas to the Board Clerk for board approval.

19. Upload advertisements for 16 Section and Forestry to the Neshoba Democrat.

20. Upload 16 Section leases to the Secretary of State website for approval. Send new leases to leaseholders and 16 Section Manager

21. Drop off and pick up 16 section leases that needs to be recorded at the Neshoba County

Chancery Clerk’s Office.

 22. Communicates with all 16th section leases about the changes in lease policies. Assist with bid

 openings for Forestry and 16 Section agricultural, hunting & fishing and timber bids.

23. Responds to written and oral requests for information in a timely manner concerning 16th section land.

24. Perform any other duties as assigned by Superintendent or Central Office staff.

 Updated 6/10/2022