

# **Chambersburg Area School District**

## **Position Description**

**Position Title:** Confidential Executive Secretary to In-House Legal Counsel/Director of Human Resources

**Classification:** Non-Bargaining Unit

**Reports To:** In-House Legal Counsel and Director of HR

**Position Goal:** Provide executive administrative support to the District's In-House Legal Counsel/Director of Human Resources.

**Qualifications:**

1. High School Diploma or GED required; advanced secretarial training or Associate's Degree preferred
2. At least five (5) years of administrative secretarial experience in fast-paced, demanding, service-oriented business environment requiring flexibility and multi-tasking
3. At least three (3) years of secretarial experience supporting high-level executives, preferably in a K-12 educational and/or legal environment.
4. Experience and expertise in office technologies, such as Microsoft Word, Excel, and PowerPoint
5. Broad computer/data entry skills evidencing ability to learn new technology quickly, as well as superior quality, quantity, and accuracy in work product
6. Strong interpersonal skills evidencing the ability to effectively interact and work with a wide range of constituents
7. Strong verbal and written skills with a proven ability to communicate effectively in English using proper grammar and vocabulary, including, but not limited to, the ability to independently compose correspondence and reports
8. Ability to work independently, utilize good judgment, interpret regulations and procedures, and problem solve issues involving several concrete variables in standardized situations through gathering, assembling, analyzing, and evaluating facts and other evidence
9. Proven track record of integrity, good moral character, initiative, and even-temperedness
10. Ability to maintain security and confidentiality

**ESSENTIAL FUNCTIONS:** The essential functions of this position include, but are not limited to, the following fundamental duties:

1. Provides direct administrative support services to the District's In-House Legal Counsel/Director of Human Resources in all aspects of that individual's responsibilities, including, but not limited to, those involving outside legal counsel and collective bargaining.
2. Serves as point of contact for the administrator and Department of Human Resources.

3. Screens telephone calls, directs inquiries to the appropriate department personnel, and schedules office appointments, meetings, workshops, etc. as required.
4. Handles details of items that are extremely confidential and critical in nature on a daily basis.
5. Responsible for sorting, screening, and distributing mail to appropriate offices and individuals, as well as handling minor and/or standard inquiries.
6. Proactively directs, collects, and prepares information for use in discussions/meetings, including, but not limited to, Cabinet meetings, Leadership Team meetings, Board meetings, administrative reviews, legal hearings, negotiations, etc.
7. Creates and maintains all required files for departmental operations, including, but not limited to, general correspondence, ChildLine referrals, Title IX responsibilities, contracts, collective bargaining agreements, legal matters, etc.
8. Processes all necessary financial and budgetary information and works directly with Business Office personnel in ensuring that purchase orders, invoices, etc., are appropriately, accurately, and timely processed.
9. Assists with the compilation, processing, and submission of all required HR/payroll paperwork for departmental personnel, including, but not limited to, employment requisition forms, time records, overtime requests, mileage, requests for absence, etc.
10. Prepares reports as requested, including, but not limited to, seeking, compiling, and analyzing information based on purpose of said report.
11. Engages in routine typing and clerical functions in support of departmental operations.
12. Actively participates in and successfully completes required trainings and in-service and workshop programs.
13. Adheres to all federal, state, and local laws, as well as District policies, procedures, and contractual obligations.
14. Performs other duties as assigned in ensuring effective operations.

**TERMS OF EMPLOYMENT:**

Full-time (12-month) non-exempt position. Salary and benefits consistent with the District's approved Compensation and Benefits Plan.

**EVALUATION:**

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

**Approved By:**

*The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the school district administrator designated as immediate supervisor of the position, of any and all reasonable accommodations that will be required. The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

The Chambersburg Area School District is an equal opportunity employment, educational and service organization.