

NAPERVILLE COMMUNITY UNIT SCHOOL DISTRICT 203
JOB DESCRIPTION

SENIOR SECRETARY

Purpose Statement

The job of Senior Secretary was established for the purpose/s of providing administrative and secretarial support to assigned administrative or department personnel; coordinating activities of assigned administrative personnel; monitoring assigned activities; and providing information, recommendations and/or direction as requested by assigned administrator.

This job reports to Administrator/Supervisor

Essential Functions

- Compiles data from a variety of sources (e.g. submitted rental packets, procurement cards, purchase orders, bid results, budget reports, specialized reports, personnel records, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of projects, functions and/or program components (e.g. facility usage, testing assessments, staff supplies, meetings, in-service events, travel and accommodations for out of town seminars, securing interpreters for parent/teacher conference, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Interprets verbal communication to/from English and a second language for the purpose of conveying and/or receiving information by assignment.
- Maintains a wide variety of manual and electronic documents files and records (e.g. student records, building security system, budget data, meeting notes, work order requests, employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Prepares a variety of documents (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes documents and materials (e.g. invoice payments, incoming communications, deposits, disciplinary referrals, student records, substitutes, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a variety of inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.
- Schedules a wide variety of activities (e.g. appointments, meetings, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.

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- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.
- Translates written communications to/from English and a second language for the purpose of conveying and/or receiving information by assignment.

Other Functions

- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; translating and interpreting a second language maybe required.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; office practices and procedures; ; a second language maybe required.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking,

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and 15% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None Specified

Certificates

None Specified

Continuing Educ./Training

None Specified

Clearances

Fingerprint and Background Check

FLSA Status

Non Exempt

Approval Date

11/2024