Job Title: Chief Secretary **Wage/Hour Status:** Non-exempt

Reports to: Chief Officer **Pay Grade: PG7**

Dept./School: Assigned Department

Primary Purpose:
Ensure the efficient operation of the department and serve as Chief Secretary to the Chief Officer by providing effective and efficient clerical services.

Qualifications:
Education/Certification:

- High school diploma or GED equivalent; **and**
- Sixty hours of college credit; **or**
- Two years or more of advanced secretarial experience with extensive contact with the general public
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately $50.00) paid by the candidate.

Special Knowledge/Skills:

- Proficient keyboarding, word processing, and file maintenance skills
- Knowledge of school district organization, operations, and administrative policies
- Excellent organization, communication, and interpersonal skills
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
- Frontline or district student and financial management system knowledge and experience
- Handle confidential information and frequent contact with all levels of district personnel, outside agencies, and the general public.

Experience:

Prior experience in executive office of public school district or another entity

Major Responsibilities and Duties:
Records, Reports, and Correspondence

- Prepare correspondence, forms, reports, etc., for the Chief Officer.
- Compile pertinent data as needed when preparing various state and local reports.
- Greet visitors and respond to routine inquiries from staff and public; refer appropriate inquiries or situations to the Chief Officer.
- Answer incoming calls and handle questions from public, outside agencies, staff, etc.
- Maintain a calendar and schedule of appointments for Chief Officer.
- Schedule meetings and prepare meeting location for the Chief Officer.
- Monitor and process personnel time records including leave requests and reports, compile information and submit to central office.
- Maintain physical and computerized files

Budget

- Review and monitor budget for the Chief Officer's Office.
- Prepare and process budget and purchase requisitions.
- Prepare regular budget reports for Chief Officer

Other

- Make travel arrangements for department as needed, including making hotel reservations and completing conference registration forms.
- Provide oversight and communication for the building conference/training schedule.
- Review and distribute mail for the department and coordinate copy center purchases and processes, if applicable.
- Maintain confidentiality of information.
- Attendance at work is an essential job function.
- Other duties as assigned in the best interest of the school district.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, printer, copier, and fax machine.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, /pulling, and twisting.

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.

Lifting: Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior.

Environment: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Edgewood Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), age, national origin, disability, military status, genetic information, or on any other basis prohibited by law.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____