



Job Title: Secretary

Exemption Status/Test: Non-exempt

Reports to: Director/Principal

Date Revised: June 2022

Dept./School: Department/Campus

Primary Purpose:

Work under minimum supervision to provide advanced clerical services to the administrator assigned. Handle confidential information and frequently contact all levels of district employees, outside agencies, and the general public.

Qualifications:

Education/Certification:

- High school diploma or GED
- Certified Educational Office Professional certification (CEOP)

Experience:

- Minimum of five (5) years or more advanced secretarial experience with extensive contact with people

Special Knowledge/Skills:

- Knowledge of school district organization, operations, and administrative policies
- Ability to read and comprehend instructions, correspondence, and memos
- Ability to make independent decisions regarding planning, organizing, and scheduling
- Excellent public relations, organization, communication, and interpersonal skills
- Ability to use software to develop spreadsheets, perform data analysis, and do word processing
- Ability to multi-task numerous complex administrative activities

Major Responsibilities and Duties:

Clerical Support

1. Provide direct assistance and support to department/campus staff.
2. Prepare correspondence, forms, manuals, reports, presentations, and other documents for the administrator assigned.
3. Schedule appointments and maintain the administrator's calendar.
4. Set up meetings, including reserving the venue, preparing materials, and arranging refreshments and catering.
5. Make travel arrangements, including hotel reservations, and turn in conference registration forms for all departments.
6. Compile, maintain, and file all reports, records, and other department operations documents.
7. Manage professional memberships for the Executive Director and other department staff as directed by the Executive Director.
8. Maintain the base budget for the department by reconciling budget books, running weekly reports, and attending budget meetings.

Reception and Phones

9. Answer incoming calls and greet visitors. Respond to routine inquiries from the public and staff and refer appropriate inquiries or problems to (cabinet-level administrators) or other administrators.

Policy, Reports, and Correspondence

- 10. Compile pertinent data to prepare various required state and local reports.
- 11. Prepare purchase orders and payment authorizations as directed.
- 12. Compile, maintain, and file all reports, records, and other documents as required.

Other

- 13. Comply with federal and state laws and regulations and local board policy policies.
- 14. Maintain confidentiality.
- 15. Perform other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, including frequent keyboarding and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

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

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____