IBERIA PARISH SCHOOL BOARD
JOB DESCRIPTION

TITLE: SECRETARY-CENTRAL OFFICE-EDUCATIONAL CENTER-SALES TAX (C-508)

QUALIFICATIONS:

1. High School diploma or its equivalent, with training in business.
2. Proficiency in typing and filing.
3. Ability to communicate effectively with the certified staff, peers, parents, and the community.

REPORTS TO:

Staff Officer of Job Position

PERFORMANCE RESPONSIBILITIES:

1. Perform general office and secretarial duties.
2. Receive and sort mail.
3. Type correspondence and other materials.
4. Maintain a file system.
5. Duplicate materials.
6. Greet visitors and assist in conference and meeting schedules.
7. Answer and place calls.
8. Prepare forms and reports.
9. Adheres to all IPSB policies and procedures including the internet use policy and the dress code.
10. Performs other duties as assigned by the appropriate authority.
11. All employees are subject to drug/alcohol testing in accordance with IPSB Policy GAME.

EVALUATION

Performance in this position will be evaluated at least once annually in accordance with Board Policy

Reviewed and Agreed to: _____ Date: _____
Employee's Signature

Received By: _____ Date: _____
Name and Title