SECRETARY

QUALIFICATIONS:

1. High school diploma or equivalent.
2. College level coursework in business, word processing, and office procedures preferred.
3. Associate or Bachelor’s degree preferred.
4. Successful experience with office management in related area preferred.

REPORTS TO: Department Head or Administrator

JOB GOAL: To provide a wide variety of complex and confidential administrative support, to communicate information to school district employees, students, parents, and others as required, and to ensure the compliance of all department and program activities by maintaining legal, administrative, and district policy requirements.

TYPICAL DUTIES AND RESPONSIBILITIES: Such duties and responsibilities as may be assigned, including but not limited to:

1. Composes documents (e.g., correspondence, bulletins, reports, etc.) for Department Head, Administrator, or other departmental staff for the purpose of requesting or providing information, confirming events, etc.
2. Prepares, copies, and distributes notices, memoranda, or other correspondence to inform school employees, students, parents, and others regarding activities, events, or other work-related matters.
3. Assists in coordinating department activities and functional responsibilities related to subject areas over which the department has oversight.
4. Attends department and other related meetings, as assigned, for the purpose of conveying and/or gathering information required to perform functions.
5. Assists in maintaining the daily/weekly/monthly calendar of the Department Head for the purpose of coordinating the scheduling of work-related appointments, activities, meetings, etc.
6. Assists in planning and scheduling department events and activities and maintaining calendar of department events.
7. Assists in overseeing workload of the Department Head for the purpose of maximizing efficiency and meeting operational requirements.
8. Assists in maintaining documents, files, and records for the purpose of providing up-to-date reference and audit trail for compliance.
9. Answers telephone calls and provides information and assistance to callers.
10. Serves as liaison with outside organizations related to departmental activities and work.
11. Performs other tasks, as assigned by the Department Head and other administrators, as designated by the Superintendent.
12. Demonstrates prompt and regular attendance.

Revised May 2019
SECRETARY

**TERMS OF EMPLOYMENT:** Pay rate based on assigned clerical specialist pay schedule, reporting eight hours per day for 235 or 240 days per year, as assigned.

**EVALUATION:** Annually

Revised May 2019