

## **OCS D Job Description**

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**POSITION TITLE:** Executive Assistant

**DEPARTMENT:** Central Office

**REPORTS TO:** Chief or Designee

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**OBJECTIVE:** Under limited supervision performs secretarial and administrative duties requiring the exercise of independent judgment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Processes and/or oversees the processing of department forms.
2. Checks, corrects and maintains a variety of financial and other business records and documents.
3. Answers inquiries and provides information to faculty, students, staff and the public on policies and procedures.
4. Prepares or assists in preparing various administrative reports.
5. Approves and processes requisitions for supplies and equipment.
6. May prepare various reports and requisitions.
7. May initiate new procedures in the department.
8. Contributes to unit goals by accomplishing related duties as required.

### **QUALIFICATION REQUIREMENTS/EXPERIENCE**

**Education:** At a minimum 30 college credit hours. Advanced degree is preferred. Additional training and certifications are also preferred.

**Skills and Experience:** Two to three years of related experience required. Computer competency requiring word-processing, spreadsheet and database software knowledge and experience.

Orangeburg County Public School District is an Equal Opportunity Employer. Orangeburg County Public School District ensures equal employment opportunities regardless of race, religion, sex (including gender identity, sexual orientation, and pregnancy, childbirth, or any related medical conditions), color, disability, age (40 or older), genetic information, national origin, or any other applicable status protected by local, state, or federal law. The quality of the educational program is enhanced by staff members with a wide variation in background, culture, educational preparation, and

previous experience. Orangeburg County Public School District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.