Executive Secretary
County Office
Job Description

Qualifications:

1. Minimum high school graduate or equivalent with some business college or business oriented courses preferred.
2. Highly competent in typing and filing.
3. Secretarial experience is preferred.
4. Skilled in office procedures with a high degree of communication skills.
5. Trained to use office machines with training in the use of computers preferred.
6. Successful completion of the State Competency Test for Secretary.

Immediate Supervisor: Administrator of assigned office.

Duties and Responsibilities:

1. Maintain positive work habits.
2. Perform duties efficiently and productively.
3. Maintain and/or upgrade skills.
4. Maintain confidentiality of staff and student information.
5. Process mail and correspondence.
6. Compose, type and proofread correspondence.
7. Assemble and submit relevant data from files, etc.
8. Operate office machines.
9. Utilize office technology and software, as provided.
10. Act as office receptionist.
11. Prepare and process requisitions.
12. Schedule interviews, make appointments, and screen calls for administrator/director.
13. Compile statistical information as directed.
14. Perform other job related tasks as assigned.
15. Attend Board meetings and take minutes, if required by Superintendent.