

Oak Grove School District

JOB TITLE: Executive Secretary

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist an administrator by planning and organizing administrative support activities, coordinating communications, and performing responsible and complex secretarial duties. Employees in this classification receive limited supervision from a District administrator and within a broad framework of policies and procedures. Employees in this classification may oversee and coordinate the work of others. This job class requires initiative and exercises independent judgment in the application and follow through on administrative decisions and policy making.

TYPICAL DUTIES

- Processes administrative details not requiring the immediate attention of a senior administrator
- Performs varied and responsible secretarial duties to assist in the processing and completion of administrative operations for assigned administrator
- Acts as information source regarding the District's policies, procedures, and objectives; receiving and interviewing callers and giving out information where judgment, knowledge, and interpretations are utilized
- Arranges committee and other meetings; preparing agendas, minutes, and summaries of actions taken
- Establishes office forms and procedures following general instructions
- Takes and edits dictation that requires a substantial amount of technical terminology, organization knowledge, and familiarity with laws, policies, and procedures
- Takes official minutes or conference dictation, using experience and judgment
- Compiles agenda materials, curriculum guides, comprehensive reports, statistical data, and varied information into final drafts for administrative approval
- Types letters, reports, contracts, and manuscripts, accurately, in proper form and layout
- Coordinates and prioritizes work flow within operational unit and in conjunction with other units and agencies

Executive Secretary (cont'd)

TYPICAL DUTIES (cont'd)

- Maintains control files on matters in progress and expedites their completion
- Prepares information needed in administrative decisions and in facilitating implementation of District policies and programs
- Coordinates, supervises, and monitors special projects, assignments, and activities as assigned
- Establishes and maintains varied and complex filing and data collection systems
- Assists in coordinating communications within and outside the District regarding administrative and operational functions
- Collects, compiles, and digests information pertaining to specified administrative or educational activities and operational functions as assigned
- Arranges appointments, schedules, and itineraries for assigned administrators
- Compiles and organizes information for the preparation of special reports as assigned
- Performs other related duties as required

MINIMUM QUALIFICATIONS

- Knowledge of proper office methods and practices, including filing systems, business correspondence, receptionist techniques, and report writing
- Knowledge of proper English usage, grammar, spelling, vocabulary, and punctuation
- Knowledge of basic school district functions; policies, rules, and regulations
- Skill to understand and independently carry out complex oral and written instructions
- Skill to interpret and apply District's and assigned operational unit's policies, procedures, rules, and regulations

Executive Secretary (cont'd)

MINIMUM QUALIFICATIONS (cont'd)

- Skill to type accurately at 55 words per minute from clear copy
- Skill to learn to operate a word processing unit with speed and accuracy
- Skill to take and accurately transcribe dictation and texts of meetings by shorthand or transcription equipment at a level required for successful job performance
- Skill to analyze situations and make decisions in procedural matters without immediate supervision
- Skill to establish and maintain a variety of complex record keeping and data collection systems
- Skill to prioritize and coordinate work flow and time lines
- Skill to communicate tactfully and effectively in both oral and written form
- Skill to operate standard office equipment with speed and accuracy
- Skill to interpret and apply general policies and procedures to individualized and specific situations
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties