

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Executive Secretary (FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U. S. Citizen or authorized alien
2. High School Diploma
3. Ability to type at least 60 words per minute and takes dictation at the rate of 90 words per minute
4. Proficiency in use of word processing equipment is preferred
5. Experience in recording official minutes is preferred
6. Five (5) years of experience, in which clerical work was a major duty, including at least three (3) years above the beginning level. (Full-time training in business office machines, secretarial science or related curriculum in a vocational technical or business school may be substituted for the required experience on a month-by-month basis. College training may be substituted for the required experience on the basis of 30 semester hours for one (1) year of experience. An associate degree in secretarial science, office administration or related fields may be substituted for the required general experience and one (1) year of the required advance level of experience. A baccalaureate degree may be substituted for four (4) of the required years experience.

REPORTS TO: Superintendent

JOB GOAL:

To oversee the general operations of the Superintendent's office including coordination and supervision of clerical duties, dissemination of requested information and to ensure accuracy of same, to assist the Superintendent in relieving the Board of paperwork and impediments, to execute expeditiously the instructions of the Board so that the Board may devote maximum attention to the central problems of education and policy determination and to serve as Minutes Clerk for the Board.

ESSENTIAL JOB FUNCTIONS:

1. Coordinates, supervises, clarifies, approves and ensures accuracy of clerical work disseminated by the Superintendent's office.
2. Oversees the general operations of the Superintendent's office including organizing an appointment calendar, screening visitors and telephone calls, making conference travel arrangements and preparing purchase orders as required.
3. Independently composes and types correspondence for the Superintendent signature from general instruction or marginal notes.
4. Maintains and organizes the office files; assures that proper security measures are followed concerning confidential files.
5. Gives public notices and attends all meetings of the Board.
6. Keeps full and accurate minutes of all meetings of the Board and sends a copy of such minutes to each member of the Board prior to the next regular meeting.
7. Maintains an up-to-date index system of the Board minutes and provides assistance in finding information as needed.
8. Maintains the Board calendar and verifies scheduled Board/Committee meetings, etc.
9. Assists in the preparation and dissemination of meeting agendas.
10. Publishes all legal notices concerning Board business.
11. Provides assistance to Board members, including conference travel arrangements, correspondence and training verification.
12. Familiarizes self with policies of the Board so that assistance to the public/office personnel can be provided as needed.
13. Ensures proper layout and set up for all Board/Committee meetings, including computer and audio equipment.
14. Keeps attendance records.
15. Maintains land files.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Assist Associate Superintendent and Assistant Superintendents as needed.
2. Performs such other duties as may be assigned by Superintendent.

PHYSICAL DEMANDS:

1. Possesses physical skills and stamina to perform job responsibilities.
2. Work requires occasional standing.
3. Must tolerate constant periods of sitting and walking throughout the shift
4. Must on occasions lift and carry file boxes, manuals, files, records, etc.
5. Must be able to bend and stoop in performing job responsibilities.

TERMS OF EMPLOYMENT: Twelve (12) months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ **Date:** _____

Reviewed and Agreed to by: _____ **Date:** _____
(Incumbent)

Incumbent's Name (Please Print)

Employee Identification Number

Original- Human Resources Department

Copy - Supervisor

Copy - Employee