

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Secretary

(FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U. S. Citizen or authorized alien
2. High School Diploma
3. Ability to type 60 words per minute and take dictation at 90 words per minute.
4. Three (3) years of experience in which clerical work was major duty, including at least one (1) year above the beginning level. (Full-time training in a 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 all of the required experience.)

REPORTS TO: Supervisor in charge

JOB SUMMARY:

This is responsible secretarial work in relieving an executive of routine clerical and office detail. Work involves responsibility for ensuring the smooth flow of correspondence and attention to administrative action matters in office operations. Incumbents also make policy interpretations and act with authority on administrative matters when assigned, or in the absence or unavailability of their supervisor. Incumbents of positions allocated in this class serve as secretary to the head of a department or serve as secretary to another supervisor in addition to performing clerical tasks equal in responsibility to those performed by incumbents of positions allocated to the class of Clerk III.

Work is performed in accordance with accepted standards and techniques for secretarial assignments and with strict confidentiality. Supervision is of a general nature and usually involves no technical instructions on methods to be used in achieving results, but consist mainly of only the desired results.

This class differs from that of Senior Secretary by lack of responsibility for serving as chief clerical assistant to an assistant superintendent or department head. It differs from Clerk Stenographer III by the assigned responsibility for serving as secretary to the supervisor of a major department in addition to performing clerical tasks equal in responsibility to those performed by incumbents of positions allocated to the class of Clerk Stenographer III.

ESSENTIAL JOB FUNCTIONS:

1. As secretary to the head of a department or large division, takes and transcribes dictation, prepares and signs the supervisors name to correspondence, interoffice forms, requisitions and similar papers.
2. Sorts and allocates all mail delivered to the office of the executive to the proper divisions. Answers correspondence that is not sent to particular sections or units and does not require attention of the supervisor.
3. Maintains frequent contacts for the executive with public and private professional persons and other officials.
4. Makes final appointments for supervisor, using judgment in making tentative appointments, calling back later to confirm the time arrangements after supervisor has approved of schedule.
5. Makes arrangements for regularly scheduled conferences or staff meetings or, at the direction of the supervisor, makes arrangements for special meetings or conferences, notifying the conferees by telephone or by letter of the date, time and place of the meeting.
6. Receives callers to the department, arranges for interviews where necessary; and handles routine matters personally.
7. Initiates follow-up team or memoranda of an administrative nature and composes replies to letters.
8. May supervise small clerical or stenographic staff.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Supervision maybe exercised over a small number of employees in connection with general office functions.
2. Performs such other office duties as may be assigned.

PHYSICAL DEMANDS:

1. Possesses physical skills and stamina to perform job responsibilities.
2. Work requires occasional standing.
3. Must tolerate constant periods of sitting throughout the shift
4. Must tolerate frequent periods of walking throughout the shift
5. Must on occasions lift and carry file boxes, books, manuals~ catalogues, files, records, etc.
6. Must be able to bend and stoop in performing job duties.
7. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer nuts
8. Must be able to handle numerous duties: A. Fine Motor Skills 1) Typing 2) Copying 3) Adding machine 4) Computer 5) Filing 6) Binding 7) Writing out forms
B. Grasping 1) Manuals 2) Boxes 3) Journals

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 Dept.

Copy - Supervisor

Copy- Employee