

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Senior 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 take dictation at the rate of 90 words per minute.
4. 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 a business office machines, secretarial science or related curriculum in a vocational technical 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 of experience.)

REPORTS TO: Supervisor in charge

JOB SUMMARY:

This is highly responsible administrative secretarial work in providing top level clerical assistance to an assistant superintendent or department head. Work involves dependent responsibility for making limited policy interpretations in dealing with the public and acting with authority on office management and administrative functions in the absence of the Supervisor, Office Manager or Business Manager. Incumbents of positions allocated to this class are responsible for high level secretarial, clerical, office management and general administrative duties with primary emphasis on relieving the Supervisor of administrative details.

Work is performed in strict confidence and in accordance with modern professional secretarial principles and techniques. General supervision is received from Office Manager and Business Manager. Supervision shall be exercised over subordinate office clerical personnel.

The work of this class differs from that of Secretary by the responsibility for serving as chief clerical assistant to an assistant superintendent or a department head in relieving the supervisor or administrator of administrative detail.

ESSENTIAL JOB FUNCTIONS:

1. Performs a variety of administrative tasks for the supervisor including organizing an appointment calendar, screening visitors and telephone calls, making travel arrangements, answering routine correspondence, accumulating information for reply to requests by correspondence and/or telephone.
2. Takes dictation of a confidential and technical nature from the Supervisor or transcribes dictation from a transcribing machine.
3. Types correspondence, reports, forms, contracts, bulletins, manuals, narratives and other documents and related office material which may require a familiarity with specialized terminology such as medical and/or legal terms.
4. Independently composes and types correspondence for the Supervisor's signature from general instruction or marginal notes.
5. Coordinates and/or supervises the clerical operation of the department and directs the clerical staff on departmental or Board policies and procedures.
6. Gathers and computes information for the Supervisor on special assignments, regular reports, budgets or speeches.
7. Schedules conferences and meetings; contacts individuals to participate, assuring time convenient for all those involved, arranges time changes convenient to all participants, arranges meeting facilities, transportation for guest participants and/or speakers and takes minutes of the meeting; transcribes minutes and assures appropriate distribution of copies.
8. Maintains and organizes the office files; assures that proper security and measures are followed concerning confidential files and materials; maintains Supervisor's manuals, regulations, staffing formula, etc.
9. Assists the Supervisor in planning and analyzing specific office problems affecting operations; advises the Supervisor of the current situation and problems caused by the situation and makes recommendations of possible solutions.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Performs such other 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 runs.
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 our 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