

Job Title: Administrative Secretary Non-Exempt
Reports to: Assistant Superintendent Instruction, Curriculum, & Admin. Services
Dept./School: Instruction Office

Primary Purpose:

Organize and manage the routine work activities of an administrative department office and provide clerical services to the Assistant Superintendent and other staff members.

Qualifications:**Education/Certification:**

High school diploma or GED

Special Knowledge/Skills:

Proficient skills in keyboarding, word processing, and file maintenance

Effective communication and interpersonal skills

Basic math skills

Ability to use personal computer and software to develop spreadsheets and databases and do word processing

Experience:

Three years secretarial experience, preferably in a public education environment

Major Responsibilities and Duties:**Records, Reports, and Correspondence**

1. Prepare correspondence, forms, spreadsheets, reports, etc., for the Assistant Superintendent and other department staff members using personal computer.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Maintain physical and computerized departmental files and records.

Accounting

4. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.
5. Prepare and submit Purchase Orders, and maintain district-required back up that may be subject to audit.

Other

6. Answer incoming calls, take reliable messages, and route to appropriate staff.
7. Maintain a schedule of appointments, send invites and updates via computer calendar, and make travel arrangements for Assistant Superintendent.
8. Receive, sort, and distribute mail and other documents to department staff.
9. Maintain confidentiality of information.
10. All other duties as assigned by Assistant Superintendent.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, printer, calculator, copier, scanner, and fax machine.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Work with frequent interruptions, maintain emotional control under stress.
Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____**Date:** _____