

Job Title: Administrative Secretary Non-Exempt
Reports to: Assistant Superintendent of Finance & Operations
Dept./School: Business Office

Primary Purpose:

Organize and manage the routine work activities of an administrative department office and provide clerical services to the department head 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, reports, etc., for the department head 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.
4. Maintain student records as needed.

Accounting

5. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.
6. Prepare and execute purchase orders, travel requests, obtain hotel accommodations through travel agency, and complete requests for reimbursement of authorized travel expenses.
7. Reconcile monthly TRS Active Care Insurance invoices with district records and reports.
8. Maintain ongoing data records of royalties received.

Other

9. Answer incoming calls, take reliable messages, and route to appropriate staff.
10. Liaison between departments and central office Finance and Operations
11. Maintain a schedule of appointments through district digital calendar.
12. Receive, sort, and distribute mail and other documents to department staff.
13. Maintain confidentiality of information.

Supervisory Responsibilities:

None

Equipment & Programs Used:

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

Skyward, Excel, Microsoft Office, Google Docs.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions, prolonged use of computer and sitting for long periods of time.

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:
