

Job Title: Assessment Secretary
Reports to: Assessment Director
Dept./School: Administration

Primary Purpose:

Provide clerical services to the Assessment Director and other administrative 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:

Reports, and Correspondence

1. Prepare correspondence, forms, manuals schedules, and reports for the Assessment Director and other administrative staff members using personal computer.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Answer incoming calls, take reliable messages, and route to appropriate staff.
4. Assist with the preparation of purchase orders and payment authorizations.
5. Assist with physical and computerized departmental files.

Accounting

6. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.

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Other

7. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
8. Assist with scheduling and set up of meetings and appointments.
9. Maintain confidentiality of information.
10. Perform other duties and assume other responsibilities as may, from time to time, be assigned.

Supervisory Responsibilities

None.

Equipment Used:

Personal computer, printer, calculator, copier, shredder, 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**
