

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Executive Secretary

**DATE:** November 14, 2018

**APPROVED BY:** Board of Directors

**REPORTS TO:** Executive Director, Assistant to the Executive Director, Director of Business Services

**JOB SUMMARY:** Provide administrative support to the executive team members to effectively assist in meeting the demands and requirements of the administrative office.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Perform secretarial functions for the executive team members which includes answering phone calls, typing, processing mail, making travel arrangements, advertising on Penn\*Link, and processing purchase orders.
2. Attend meetings as requested and serve as recording secretary.
3. Assist with the operations of the business office by preparing deposit slips, maintaining checking accounts, and assisting with the preparation of the general operating budget.
4. Assist with the operations of human resources by overseeing Workers' Compensation, Tuition Reimbursement and Income Protection claims, assisting with updates to seniority lists, administering No Child Left Behind exams to support staff, maintaining records for certificated and licensed staff, overseeing new employee paperwork, assisting with the recruitment of new employees, and sending important notices to staff.
5. Assist with collective bargaining.
6. Serve as recording secretary for Midwestern Intermediate Unit IV's Safety Committee.
7. Assist and administer on-line registration system.
8. Assist with the oversight of reception and fingerprinting.
9. Assist with all superintendent searches.
10. Perform notary public duties when deemed necessary.
11. Perform other duties as assigned by the Executive Director, Assistant to the Executive Director and Director of Business Services.

**QUALIFICATIONS:**

- Five (5) years of experience as a secretary in public education or the public sector, three of which must be in Business or Human Resources required
- High school diploma or equivalent required
- Knowledge of business and banking terminology

- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994.
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

**PHYSICAL DEMANDS:**

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to sit eighty percent (80%) of workday
- Walking and standing are required only occasionally

**SENSORY ABILITIES:**

- Visual acuity
- Auditory acuity

**WORK ENVIRONMENT:**

- Typical office environment
- Subject to inside environmental conditions

**TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Must have ability to make judgments and work under a high level of stress

**COGNITIVE ABILITY:**

- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

**SPECIFIC SKILLS:**

- Must possess computer skills
- Must possess advanced office/secretarial skills
- Ability to operate office equipment
- Must appropriately handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*