

SCHOOL DISTRICT OF BRADFORD
COUNTY JOB DESCRIPTION
ADMINISTRATIVE SECRETARY

QUALIFICATIONS:

Graduation from college or a school of business with a high level of secretarial skills; or, Graduation from high school with extensive secretarial course work or training from a recognized school or college.

Minimum of three years' experience in difficult administrative, stenographic and clerical work. Computer operation experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible secretarial and administrative work as a personal assistant to a District-level executive. Extensive knowledge of the operation and programs of the School System. Considerable knowledge of office practices and procedures, grammar, spelling and business correspondence. Ability to exercise independent judgment. Ability to deal effectively and courteously with school personnel and the general public. Ability to type at a prescribed rate of speed, take and transcribe dictation or use word processing skills. This is advanced and highly responsible work which involves a variety of secretarial duties and may involve the supervision of various clerical personnel. Work is performed under the general supervision and direction of the District-level Executive. Work involves the application of much independent judgment in the performance of duties assigned. Ability to efficiently and effectively manage multiple tasks in stressful situations.

REPORTS TO:

District-Level Director

JOB GOAL:

To perform secretarial and administrative work at a highly efficient level for a top-ranking executive.

SUPERVISES:

Office Personnel as requested by the Director

PERFORMANCE RESPONSIBILITIES:

- 1. Responsible for the efficient operation and maintenance of a professional office atmosphere as required by the supervisor.*
- 2. Working knowledge and efficient use of all available office equipment such as computers, FAX machine, copy equipment, dictation. typing and word processing equipment.*
- 3. Supervise and coordinate, effectively, the work of other employees as required by the supervisor. May perform or give direct input on employee performance appraisals where subordinate supervision is required.*
- 4. Type letters and prepare forms independently at a required rate of speed. 5. Take and transcribe*

dictation concerning correspondence and related matters. 6. Set up files, file letters and related material in an accepted manner; assemble information for supervisors use in a quick and efficient manner.

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ADMINISTRATIVE SECRETARY (Continued)

- 7. Keep supervisor's appointment calendar and schedule appointments; advise superior of important meetings.*
- 8. Receive and screen callers in a professional, polite and tactful manner, give information on the operation of the office to persons seeking assistance; have the knowledge to refer callers to other employees, officials or departments when warranted.*
9. Take minutes of conferences, meetings or other official functions.
10. Maintain and submit payroll information as required.
- 11. Prepare, professionally, agendas for meetings, School Board preparation items and other documents as required by the supervisor.*
- 12. Assist the Department Director in the preparation of materials for School Board action. 13. Use positive interpersonal skills in all contacts on the job, knowing when and how to communicate with great tact, poise, patience and courtesy.*
14. Perform all other duties as assigned.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

- Essential Performance Responsibilities are italicized

Job Description Supplement Code 6