

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 3.12**

**Positron Title:** Administrative Secretary-Custodial Services

**Reports To:** Director

**SUMMARY**

Assists management level administrators in the performance of general district responsibilities.

**QUALIFICATION/REQUIREMENTS**

The Administrative Secretary shall have earned a high school diploma or its equivalent; possess a high level of competence in secretarial skills, a working knowledge of personal computer operations and word processing software packages, and display a high degree of independent initiative.

**ESSENTIAL JOB DUTIES**

- Types and proofreads correspondence, forms, and notices.
- Acts as a receptionist in answering telephone and greeting visitors.
- Organizes and maintains appropriate filing systems.
- Performs necessary functions unique to the position for which employed.
- Performs computer keyboard skills and operates office copiers.
- Demonstrates initiative and independent judgment in establishing professional office routines.
- Assumes responsibility for a wide variety of management tasks associated with office operations.
- Arranges appointments and screens visitors to office.
- Assists in the preparation of educational reports and research documents.
- Maintains confidential nature of all school-related matters.
- Organizes all facilities' purchases annually and assists in receipt and safe storage of these materials.
- Assists Director of Custodial Services with district-wide facility rental usage.
- Implements and maintains the ACT 1000 Maintenance Management program in coordination with the Director of Facilities or Maintenance Supervisor.
- Completes periodic training, as necessary.
- Assists the designated administrator in financial management of the office.
- Prepares, for publication, support staff handbooks and other related documents and reports.
- Handles other secretarial tasks as assigned by the Director of Custodial Services/ designated administrator.
- Demonstrates proficiency in utilizing word processing, spreadsheets, database management.
- Takes dictation, types and proofreads correspondence

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**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by Superintendent/designated administrator.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform the additional duties and responsibilities listed and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District Policy.

**EVALUATION**

Performance in this position will be evaluated annually In accordance with District Policy on evaluation of support staff.