

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Administrative Secretary - Media Resource Center  
**Reports To:** Community Relations Coordinator

#### **SUMMARY**

Assists in the performance of general District responsibilities.

#### **QUALIFICATIONS/REQUIREMENTS**

The successful candidate 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**

- Performs the necessary functions unique to the position for which employed.
- Processes all assigned district printing jobs.
- Operates and maintains office equipment with special knowledge of photocopying technology.
- Safeguards paper stocks and maintains inventory records according to established procedures.
- Assumes responsibility for a variety of management tasks associated with the district document center.
- Acts as a receptionist in answering telephone calls and greeting visitors.
- Types correspondence, forms, and notices.
- Proofreads correspondence, forms, and notices.
- Organizes and maintains an appropriate filing system.
- Assists in the preparation of educational reports and research documents.
- Maintains confidential nature of all school related matters.
- Completes periodic training, as necessary, in the operation of new office equipment.

#### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Community Relations Coordinator and/or Chief Communications Officer.

#### **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 additional duties and responsibilities listed are performed by the individuals currently holding this position 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 job will be evaluated annually in accordance with District Policy on evaluation of support staff.