

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

### **Position Description**

**Position Title:** Administrative Secretary - Transportation Services  
**Reports To:** Director of Transportation

#### **SUMMARY**

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

#### **QUALIFICATIONS/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 including Microsoft Office and Google Suite, and displays a high degree of independent initiative.

#### **ESSENTIAL JOB DUTIES**

- Performs necessary functions unique to the position for which employed.
- Demonstrates proficiency in utilizing word processing, spreadsheets, database management.
- Prepares or assists in the preparation of payroll.
- Assists in the preparation of transportation reports and research documents.
- Types and proofreads correspondence forms and notices.
- Demonstrates initiative and independent judgment in establishing professional office routines.
- Assumes responsibility for a wide variety of management tasks associated with office operations.
- Acts as a receptionist in answering the telephone and greeting visitors.
- Arranges appointments and screens visitors to the office.
- Organizes and maintains appropriate filing systems.
- Operates office equipment.
- Maintains confidential nature of all school, student, and staff related matters.
- Assists the designated administrator in financial management of the office.
- Completes periodic training, as necessary.
- Assists with transportation emergencies as needed.

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

Completes secretarial tasks assigned by the Director of Transportation. Performs other duties as assigned by the Director of Transportation.

#### **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.