Job Description
MOORE PUBLIC SCHOOLS

Job Title: Secretary to Executive Director of Finance

Qualifications:
Credentials: None

Education: High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

Training or Experience Required: 4-5 years of secretarial and/or clerical experience in an educational environment or banking preferred. Minimum of 1 year with computer experience using word processing, databases, and spreadsheets. Minimum of 1 year working in a school system is preferred.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Communication skills must be able to effectively exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including digital records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, application forms, or instruction material.

Business Machines: Is computer literate and able to effectively utilize word processing, spreadsheet, graphics and common educational software packages. Is able to operate common office machines such as copiers, faxes, computers, calculators and multi-line telephone consoles. In addition, uses more complicated software programs consisting of word processing, spreadsheets and online websites.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Typing Skills: Proficient skills in typing/word processing

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Site: **Administrative Service Center**

Reports To: **Executive Director of Finance**

Job Goal (Purpose of Position): Performs skilled-level secretarial duties under general supervision to assist in the efficient functioning of the office and to assist the Assistant Superintendent. An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Must be able to elicit necessary information and make important screening decisions for administrative supervisors.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce personal accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position.

Essential Job Functions:

1. Performs clerical support functions for one or several administrators using word processing, database and spreadsheets software. Takes and transcribes dictation of various types, including correspondence, reports, notices, and recommendations. Prepares routine correspondence as assigned.

2. Receives, directs and may perform simple interviews with visitors; handles/screens telephone calls, and provides assistance or technical information concerning policies, procedures, and other details. Takes and delivers messages. May process grant applications. May assist in opening and distributing mail.

3. Organizes and maintains various files including confidential and tickler files. Performs photocopying as required.

4. Schedules meetings and makes sure all information and arrangements are taken care of. Prepares agendas and summary minutes for various committees, task forces, etc. May be required to make travel arrangements. Monitors and maintains a neat and organized office.

5. Orders and maintains supplies as needed. Performs any bookkeeping tasks as assigned.

6. Must be able to adjust priorities of administrator(s) in performing clerical assignments and assisting them in minor administrative details and assignments.

7. Self-Insurance Coordination between departments and/or individuals involved, damage recipients and repair shops to resolve repairs to vehicles or property and obtain rental cars as needed on incidents caused by the district that fall under the self-insurance deductible amount.

8. Booster Clubs – Oversee all booster clubs throughout the district and provide guidance. Send out annual sanctioning/re-sanctioning information and forms, annually collect sanctioning/re-sanctioning applications, collect and review annual financial reports making sure all necessary information has been reported and totaled accurately for all organizations. Submit all applications to the board agenda for BOE approval and send notice of approval to club officers. Report status of club sanctioning in monthly Financial report. Schedule and coordinate with CFO to provide two financial workshops a year for booster club officers.

9. Performs backup to other clerical employees in office during breaks and days off.

10. Must be able to perform tasks with sensitivity, confidentiality and professionalism.

11. Performs other duties as assigned.

Supervision exercised: An incumbent may supervise Office Assistants.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included in the essential functions: Must be able to communicate on the radio, on the telephone and in person.

TERMS OF EMPLOYMENT:	251 days per year
SALARY:	Category D
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

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Approved 8/9/1993
Revised 11/27/2000
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Revised 2024-25 Negotiated Contract