



## Secretary V

### Purpose Statement

The job of Secretary V is performed for the purpose of providing advanced administrative and secretarial support to the assigned Administrator/Director. This role involves coordinating activities of assigned administrative personnel, monitoring assigned activities, and providing information, recommendations, and direction as requested by the assigned administrator.

### Supervisory Relationship

Reports to: Administrator/Director/Supervisor

### Essential Functions

- **Compile Data:** Gather data from various sources to comply with financial, legal, and/or administrative requirements and prepare comprehensive reports.
- **Coordinate Projects:** Manage a variety of projects, functions, and program components to complete department processes and deliver services in a timely fashion.
- **Maintain Records:** Create and maintain a wide variety of manual and electronic documents, files, and records to provide up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- **Monitor Activities:** Oversee a variety of activities on behalf of the assigned Administrator to achieve department goals and ensure compliance with guidelines.
- **Participate in Meetings:** Attend meetings, workshops, and trainings to provide or receive information, record minutes, and support the needs of attendees.
- **Prepare Documentation:** Create a variety of documents (e.g., correspondence, reports, manuals) to communicate information and ensure compliance with established guidelines.
- **Represent Administrator:** Act on behalf of the assigned Administrator in their absence to convey and gather information required for administrative functions.
- **Research Topics:** Investigate a variety of topics (e.g., current practices, policies, education codes) to provide information, recommendations, and address administrative requirements.
- **Respond to Inquiries:** Address inquiries from internal and external parties (e.g., staff, parents, students, public agencies) to provide information, facilitate communication, and provide direction.
- **Schedule Activities:** Arrange a variety of activities (e.g., appointments, meetings, travel reservations) to make necessary arrangements for the assigned administrator.
- **Serve as Liaison:** Act as a liaison for school administration, staff, students, parents, district office personnel, and community to disseminate information courteously, efficiently, and accurately.
- **Support Administrative Personnel:** Assist assigned administrative personnel with administrative functions and responsibilities to ensure smooth operations.
- **Adhere to School Policies:** Follow and enforce school policies and procedures in all aspects of the job.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

### Job Requirements: Minimum Qualifications

#### Skills

- Proficiency in operating standard office equipment and using pertinent software applications.
- Competence in preparing and maintaining accurate records.
- Strong organizational and project management skills.

- Effective written and verbal communication skills.
- Ability to develop effective working relationships.

### **Knowledge**

- Basic math skills, including calculations using fractions, percentages, and ratios.
- Ability to read technical information, compose documents, and facilitate group discussions.
- Understanding of business telephone etiquette, concepts of grammar and punctuation, and office practices and procedures.

### **Abilities**

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Work independently and collaboratively with others in a wide variety of circumstances.
- Utilize defined processes to work with data and operate equipment using standardized methods.
- Maintain confidentiality, meet deadlines, and work with detailed information/data.
- Adapt to changing work priorities and maintain flexibility.
- Establish effective working relationships and handle multiple projects.
- Communicate with diverse groups, work as part of a team, and manage frequent interruptions.

### **Responsibility**

Work under limited supervision using standardized practices and methods. Lead, guide, and coordinate others. Track budget expenditures. Utilize resources from other work units as required to perform job functions. Have a continual opportunity to impact the organization's services.

### **Work Environment**

Physical demands include some lifting, carrying, pushing, and pulling, with some stooping, kneeling, crouching, and fine finger dexterity. Generally involves 80% sitting, 10% walking, and 10% standing. The job is performed in a generally clean and healthy environment.

### **Experience**

Job-related experience with increasing levels of responsibility is required

### **Education**

High school diploma or equivalent

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non-Exempt

### **Salary Grade**

SM

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