

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

ADMINISTRATIVE SECRETARY TO THE DEPUTY SUPERINTENDENT

QUALIFICATIONS:

- (1) Graduation from college or a school of business with a high level of secretarial skills; or,
- (2) Graduation from high school with extensive secretarial course work or training from a recognized school or college.
- (3) Minimum of three years experience in difficult administrative, stenographic and clerical work.
- (4) Computer operation experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible secretarial and administrative work as a personal assistant to a District-level executive. Extensive knowledge of the operation and programs of the School System. Considerable knowledge of office practices and procedures, grammar, spelling and business correspondence. Ability to exercise independent judgment. Ability to deal effectively and courteously with school personnel and the general public. Ability to type at a prescribed rate of speed, take and transcribe dictation or use word processing skills. This is advanced and highly responsible work which involves a variety of secretarial duties and may involve the supervision of various clerical personnel. Work is performed under the general supervision and direction of the District-level Executive. Work involves the application of much independent judgment in the performance of duties assigned. Ability to efficiently and effectively manage multiple tasks in stressful situations.

REPORTS TO:

Deputy Superintendent

JOB GOAL

To perform secretarial and administrative work at a highly efficient level for a top ranking executive.

SUPERVISES:

Office Personnel as requested by the Director

PERFORMANCE RESPONSIBILITIES

- (1) Responsible for the efficient operation and maintenance of a professional office atmosphere as required by the supervisor.
- (2) Working knowledge and efficient use of all available office equipment such as computers, FAX machine, copy equipment, dictation, typing and word processing equipment.
- (3) Supervise and coordinate, effectively, the work of other employees as required by the supervisor. May perform or give direct input on employee performance appraisals where subordinate supervision is required.
- (4) Type letters and prepare forms independently at a required rate of speed.

Board Approved April 20, 1998
Amendment Board Approved April 15, 2003

ADMINISTRATIVE SECRETARY TO THE DEPUTY SUPERINTENDENT (Continued)

- (5) Take and transcribe dictation concerning correspondence and related matters.
- (6) Set up files, file letters and related material in an accepted manner; assemble information for supervisor's use in a quick and efficient manner.
- (7) Keep supervisor's appointment calendar and schedule appointments; advise superior of important meetings.
- (8) Receive and screen callers in a professional, polite and tactful manner; give information on the operation of the office to persons seeking assistance; have the knowledge to refer callers to other employees, officials or departments when warranted.
- (9) Take minutes of conferences, meetings or other official functions.
- (10) Maintain and submit payroll information as required.
- (11) Prepare, professionally, agendas for meetings, School Board preparation items and other documents as required by the supervisor.
- (12) Assist the Department Director in the preparation of materials for School Board action.
- (13) Use positive interpersonal skills in all contacts on the job, knowing when and how to communicate with great tact, poise, patience and courtesy.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.
- (15) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 24-30
12 months
7.5 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.