

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

ADMINISTRATIVE SECRETARY TO THE 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 computer work.
- (4) Computer operation experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the operations and functions of the School Board Administrative Office of the Superintendent. Thorough knowledge of business English and mathematics. Considerable knowledge of the principles and practices of office management. Demonstrated written and oral communication skills. Ability to take and transcribe dictation and type at a prescribed rate of speed. Ability to interpret rules, regulations and policies and to use mature judgments in making decisions in accordance with the established precedent. Ability to establish and maintain effective working relationships with the employees and the public. Ability to use discretion in handling sensitive and confidential information. Ability to use a computer. Proficient in word processing skills.

REPORTS TO:

Superintendent

JOB GOAL

To relieve the Superintendent of many operational and administrative details, performing a variety of clerical tasks and making decisions which require the use of independent and mature judgment.

SUPERVISES:

Clerical Staff as assigned

PERFORMANCE RESPONSIBILITIES

- (1) Act as secretarial assistant to the Superintendent of Schools and School Board.
- (2) Interpret administrative policy and decisions as explained and directed.
- (3) Coordinate and maintain calendar of meetings, conferences and appointments for Superintendent; process all materials for meetings; make travel arrangements and prepare travel expense reports.
- (4) Take and transcribe dictation; prepare records and reports; compose correspondence; maintain correspondence records and files.
- (5) Prepare department budget and maintain accounting and bookkeeping records.

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

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ADMINISTRATIVE SECRETARY TO THE SUPERINTENDENT (Continued)

- (6) Supervise the flow of communications for the office; take telephone calls and answer inquiries; open, sort and disseminate mail; determine assignment and distribute correspondence from State Department of Education.
- (7) Retrieve, process and distribute electronic mail from both state and district levels.
- (8) Coordinate agenda and attend Superintendent's staff meetings; attend other meetings as required and record proceedings for official records.
- (9) Be knowledgeable of School Board meeting procedures and records, and serve as recording secretary.
- (10) Maintain a School Board minutes book.
- (11) Attend Board meetings - regular and special meetings.
- (12) Attend public hearings.
- (13) Transcribe and type minutes for Board approval.
- (14) Process incoming items for Superintendent's signature.
- (15) Keep Board members informed.
- (16) Do Board members reimbursement forms.
- (17) See that all Board information is copied and sent to each Board member prior to each Board meeting.
- (18) Send agenda to all media in the local area.
- (19) Operate tape recorder and record all Board meetings and hearings.
- (20) Assist in hearing complaints and resolving problems prior to having to involve the Superintendent (if possible).
- (21) Greet visitors.
- (22) Transcribe from recording equipment.
- (23) Use effective, positive interpersonal communication skills.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.
- (25) 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 29-33
12 months
8.0 hours per day

EVALUATION:

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