

DISTRICT SECRETARY

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES: Performs a variety of technical and complex administrative duties in support of assigned administrator; Plan, organize and perform support activities and operations of the assigned office; Provide information and assistance to students, staff and the general public.

ESSENTIAL JOB FUNCTIONS:

- Perform administrative support to assigned administrator using independent judgment and understanding of department functions, with a working knowledge of other departments.
- Perform full range of secretarial duties including type and assemble letters, circular and reports.
- Receives and screens telephone calls and visitors, handling routine matters independently, providing information as appropriate and routing calls to administrators.
- Record and transcribe minutes of various meetings, prepare and distribute meeting agendas and minutes.
- Perform specialized duties as needed for assigned department.
- Receives, handles and stores confidential information pertaining to District and assigned department. Maintains confidentiality of private and sensitive information.
- Receives, distributes and dispatches mail.
- Performs other duties as assigned that support the overall objective of the position.

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties.
- Ability to follow oral and written directions.
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally.

KNOWLEDGE OF:

- Modern office practices and equipment, including computer equipment and software.
- Proper English usage grammar, spelling and punctuation to prepare professional correspondence.
- Sufficient math skills to perform financial and statistical recordkeeping.

SKILL AND ABILITY TO:

- Operate modern office equipment.
- Keyboard at a level proficient for successful job performance.
- Follow written and oral directions

WORKING CONDITIONS:

- Office environment

PHYSICAL FUNCTIONS:

- Sit and stand for extended periods of time
- Reach in all directions
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively

EDUCATION AND EXPERIENCE:

- Equivalent to graduation from high school, plus two years of progressively responsible administrative secretarial support experience, including decision making and exercising independent judgment. Experience in a school district is desirable.

WORK YEAR:

260 days, less earned vacation and paid holidays

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Update: September 13, 2016
Update: April 9, 2013
Board adopted: September 14, 1999