

JOB TITLE  
EXECUTIVE SECRETARY

DIVISION  
ADMINISTRATION

REPORTS TO  
SUPERINTENDENT

SALARY SCHEDULE & GRADE  
IA, GRADE 15

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JUNE 13, 2011

SCOPE OF RESPONSIBILITIES

Serves as secretary to the superintendent and performs clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

PERFORMANCE RESPONSIBILITIES

1. Performs secretarial tasks in support of the office of the superintendent.
2. Responsible for arranging appointments and meetings for the superintendent.
3. Analyzes incoming mail, memos, correspondence, and reports to determine their importance and distribution to staff for response or action.
4. Receives and monitors requests for information from Board Members.
5. Works closely with assistant secretary to the board in editing and preparing board agenda items.
6. Makes travel and conference/convention arrangements for superintendent.
7. Files and retrieves documents, records, and reports.
8. Provides information to supervisors, co-workers, and staff by telephone, in written form, e-mail or in person.
9. Gathers information from all relevant sources to support the operation of the office of the superintendent.
10. Performs other duties as assigned by the Superintendent.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Five (5) years experience as secretary in an administrative office
3. Typing/transcription skills of 65 words per minute
4. Effective oral and written expression
5. Ability to prioritize multiple activities

DESIRABLE QUALIFICATIONS

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