

JOB TITLE: SECRETARY III

JOB DESCRIPTION:

This employee is responsible for performing clerical and/or record keeping tasks required in the daily activities of School Board work.

Duties of this position include but are not limited to:

1. Typing and filing reports and correspondence.
2. Compiling data under supervision.
3. Performing varied clerical duties.
4. Performing other duties as required.

REQUIRED QUALIFICATIONS:

1. Ability to type 40 words per minute.
2. Ability to meet and work effectively with the public.
3. Ability to maintain effective working relationships with all employees.
4. Knowledge of office procedures.
5. Functional literacy.

DESIRED QUALIFICATIONS:

1. Satisfactory completion of a secretarial training program.
2. Secretarial experience.