

JOB TITLE: SECRETARY TO THE SUPERINTENDENT

JOB DESCRIPTION:

This employee is responsible for performing clerical and/or record keeping tasks required in the daily activities of School Board work as well as managing the day-to-day operations of the Superintendent's office in an efficient manner.

Duties of this position include but are not limited to:

1. Performing complex clerical and secretarial work involving frequent detailed duties of an administrative nature.
2. Being an efficient stenographer in taking and transcribing oral dictation.
3. Exercising good judgment in establishing or adapting work procedures to new situations and in performing varied clerical and administrative services.
4. Preparing replies to correspondence from brief dictated notes or on own initiative.
5. Screening telephone calls and incoming mail.
6. Searching files for a variety of source materials to serve as background for reports.
7. Doing work, other than stenography, which includes a wide variety of complex clerical tasks requiring the application of independent judgment and knowledge of regulations, policies, or procedures; setting up files.
8. Keeping appointment calendar as requested.
9. Taking and transcribing minutes of meetings.
10. Preparing material for meetings: notices, resolutions, agenda, and related reports.
11. Handling personal or confidential mail.
12. Performing other duties as required.

REQUIRED QUALIFICATIONS:

1. Thorough knowledge of business English, spelling, and punctuation.
2. Thorough knowledge of office practices and procedures.
3. Ability to compose letters and memoranda independently.
4. Extensive knowledge of the operations, functions, and scope of authority of departments and offices related to handling and disposing of information and requests for information.
5. Ability to receive the public and to make decisions based on mature judgment to relieve the schedule of the Superintendent.
6. Ability to maintain effective working relationships with officials, department heads, other employees, and the general public.
7. Ability to type 50 words per minute.
8. Ability to take dictation at a speed of 100 words per minute.

DESIRED QUALIFICATIONS:

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