

CENTRAL OFFICE SECRETARY

QUALIFICATIONS:

- Demonstrate above average clerical skills, abilities and aptitude for utilization of varied computer software and hardware including but not limited to: E-mail, Internet, MS Office, MS Access, Excel Spreadsheet, Powerpoint, Desktop Publishing (Adobe Products)
- Ability to make decisions without close supervision, and must be accurate, efficient and capable of handling detailed work assignments
- Excellent public relations skills including courteous, tactful and good verbal communication skills
- Ability to maintain self-control and complete tasks with frequent interruptions
- Proven ability to work independently and self-motivated; also work cooperatively with other office personnel
- High school diploma

REPORTS TO:

Direct Supervisor: Superintendent

VISION:

The central office secretary performs complex responsible secretarial and clerical functions assisting central office administrative staff, including but not limited to: managing clerical detail and participating in operational aspects of the administrators' assignments. This includes working with confidential information related to employees and information used in collective bargaining and contractual matters.

JOB GOAL:

The central office secretary's job goal is to assure the smooth, efficient and accurate operation of the central office for maximum positive impact on the educational system

PERFORMANCE RESPONSIBILITIES:

- Assists in answering and routing incoming calls and correspondence
- Maintains filing systems including locked confidential files
- Prepare brochures and fliers as needed by schools and administration

- Conduct research as assigned and prepare factual and evaluative reports and summaries relating to district's negotiated contract, programs, policies and procedures
- Transcribe dictation of minutes, letters and memorandums including materials of a confidential nature as required by the position
- File required reports with state and federal education agencies
- Assist in the maintenance of the Student Information System (SIS) and Skyward
- Assists with the management of programmatic budgets
- Assists in the research and management of information required for the collective bargaining policies and processes
- Assist in the preparation and dissemination of the district collective bargaining proposals and employment contracts
- Assist in the management of confidential employee records and related information
- Other duties as assigned

TERMS OF EMPLOYMENT:

Work Day:

Standard Work Day per Contract

Work Year:

200 days (plus per diem as needed)

Bargaining Unit:

Exempt

Salary and Benefits:

Salary commensurate with District Office Secretary Salary Schedule

EVALUATION:

Per district procedures for exempt employees