

## Casey-Westfield School District C-4 Job Description

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<b>JOB TITLE:</b>	Executive Secretary, Treasurer, Transportation, Payroll, Human Resources
<b>DEPARTMENT:</b>	District
<b>LOCATION:</b>	Unit Office
<b>REPORTS TO:</b>	Superintendent
<b>EVALUATION:</b>	Evaluation will be conducted by the Superintendent
<b>EMPLOYMENT:</b>	Twelve months. Seven and one-half (7 ½) hours per day.
<b>VACATION:</b>	Two (2) weeks, three weeks after 15 years
<b>APPROVED:</b>	November 21, 2022

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**SUMMARY:** Assists Superintendent, Board of Education Members, and District Administrators by performing secretarial duties such as typing, responding to telephone calls, and maintains files. Serves as district treasurer. Assists Superintendent with student transportation services. Acts as liaison between District and community, Superintendent and parents, and Superintendent and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** . *Other duties may be assigned.*

- Assists Superintendent with communication within and outside of the district.
  - Types correspondence, letters and memos, forms, etc. for Superintendent and staff. Prepares routine correspondence. Takes and transcribes dictation.
  - Answers phones, responds to routine questions, schedules appointments or routes calls to appropriate persons.
  - Greets visitors courteously.
  - Interfaces with District parents, community and legislative leaders and the press regarding District and Board of Education issues.
  - Obtains, gathers, and organizes pertinent data as needed and puts it into usable form.
  - Processes incoming and outgoing mail.
  - Completes reports as assigned by the superintendent.
  - Maintains a schedule of appointments for the Unit Office.
- Assists Superintendent with Board business.
  - Maintains the official school calendar.
  - Maintains the official School Board Minute Book.
  - Posts official notices as directed by the Superintendent.
- Maintains general office functions.
  - Maintains a regular filing system.
  - Performs bookkeeping tasks for the lunch programs, student attendance and transportation.
  - Maintains records of free lunch recipients.
  - Orders and maintains supplies as needed.
  - Makes copies of documents and materials as necessary.
- Assists Superintendent with student transportation services.
  - Schedules drivers for approved extra bus trips.
  - Maintains master rosters for bus routes.
  - Assigns new students to bus routes.
  - Notifies bus drivers of changes in bus routes and/or rosters.
  - Transmits transportation information to schools, drivers and the public.
  - Prepares required state and federal transportation forms and reports.
- Performs duties as District Treasurer.
- Takes inservice as required.
- Performs other duties as assigned.
- Processes payroll and related payroll data

- Processes payroll data for all school district employees and maintains accurate, up-to-date files of all payroll information.
- Prepares, verifies and distributes payroll checks.
- Balances payroll and withholding accounts.
- Prepares required governmental reports; retirement, IRS, W-2's, etc.
- Distributes payroll deductions in compliance with local, state and federal statutes.
- Assists the Superintendent with human resources.
  - Works with representatives of government, employee unions and retirement agencies to provide information.
  - Processes mortgage verifications and final salary affidavits.
  - Processes employment applications and assists in other employment activities.
  - Prepares and files reports of accidents and injuries.
  - Answers all questions regarding employee accidents and procedures.
  - Maintains certified and non-certified applicant lists on computer.
  - Updates employee files to document personnel actions and to provide information for payroll and other uses.
  - Compiles data from personnel records and prepares required state and federal reports.
  - Computes wages and records data for use in payroll processing and worker's compensation retirement credit figures for payroll.
  - Keeps record of staff leaves and absences.

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**SUPERVISORY RESPONSIBILITIES:** None

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** High School Graduate or equivalent plus 2 years secretarial experience or training.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine and complex reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Notary Public

**OTHER SKILLS and ABILITIES:**

Must have strong communication, computer and interpersonal skills, Have ability to learn and utilize new software programs as systems are upgraded. Typing and shorthand required (or transcription experience).

Must pass a typing test of 55 words per minute. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision. The employee must be able to transport from building to building for meetings.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.