

**Secretary to Director – Saline County Career Center**  
*Marshall Public School District Job Description*

**Position Title:** Secretary to Director, Saline County Career Center  
**Department:** Building  
**Reports To:** Director

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**SUMMARY:** Serves as confidential secretary to the director and as a facilitator for the school/public being served in communicating information, problem solving, state reporting, financial aid distribution, record keeping, and cash handling.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(Other duties may be assigned.)*

- Makes and receives telephone calls, takes messages and routes calls.
- Receives visitors, parents and students; answering questions and assisting when needed. Distributes mail, receives deliveries and assists with copy and fax machines in office.
- Types correspondence, letters and reports related to building functions and director's needs.
- Processes travel requests, purchase requisitions and invoices for building.
- Maintains financial records of accounts for the building.
- Handles cash income for programs in building. Makes bank deposits and keeps records of activity.
- Assists Adult Education Coordinator. Disburses financial aid, prepares 1098T tax forms and keeps records on adult students.
- Compiles information and prepares reports for Core Data, Secondary and Post-Secondary Perkins and Follow-up reporting.
- Maintains and updates substitute database; contacts and orientates substitutes for teacher absences.
- Assists with enrollment of Community Education classes on database.
- Assists with organization and preparation for the Job Fair, Sophomore Tour and other organized activities for the Saline County Career Center.

**SUPERVISORY RESPONSIBILITIES:** Student assistant

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Necessary computer skills include: MS Word, Excel, Publisher, Access, School Information System (SIS), AceWare and AESOP Databases. General office skills include telephone, intercom system, ten-key calculator, copy machine and FAX machine.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); three to five years in general office work and/or training or equivalent combination of education and experience.

**EVALUATION:**

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

**TERMS OF EMPLOYMENT:**

10+ month employee. Salary to be established by the Board of Education.