

Secretary /Central Office

Marshall Public School District Job Description

Position Title: Secretary / Central Office

Department: Central Office

Reports To: Assistant Superintendent

SUMMARY: Assists Assistant Superintendents and District Administrators by performing secretarial duties such as typing, responding to telephone calls, bookkeeping, and maintaining files.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

Secretary

- Types correspondence, letters and memos, forms, etc. for Assistant Superintendents.
- Maintains general office files.
- Researches and resolves questions and/or problems regarding Medicaid concerns and issues.
- Responsible for invoicing and bookkeeping records for Federal Programs and Medicaid.
- Maintains student files and therapists files for Medicaid.
- Responsible for maintaining files and records for Professional Development, Technology, and Curriculum as directed by Assistant Superintendent.
- Help manage and troubleshoot SIS.

Central Office Secretary

- Courteously greets all visitors , determines their needs, checks appointments, and directs them to the proper person.
- Answers office telephones & responds appropriately to requests for information.

SUPERVISORY RESPONSIBILITIES: None

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

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

TERMS OF EMPLOYMENT: Twelve month contract. Salary to be established by the Board of Education.

High School Graduate or equivalent plus 2 years' secretarial experience or training.

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