

**TITLE:** Administrative Secretary-District

**QUALIFICATIONS:**

1. High school diploma or higher.
2. Knowledge of computers, ability to organize and plan work efficiently.
3. Two (2) or more years' experience in comparable position.

**REPORTS TO:** Assigned Administrator

**JOB GOAL:** Provide efficient and confidential secretarial services that reflect positively on the operation of the school system.

**JOB DUTIES:**

1. Performs routine clerical functions efficient for office operations.
2. Manages correspondence, calendars, reports, budgets, and agendas for the assigned administrator.
3. Participates in strategic planning and operations for department requests.
4. Answers questions, and responds to request from the schools and general public; resolves issues or refers request as appropriate.
5. Receives incoming calls and makes proper connection to office requested.
6. Communicates effectively and manages office communication process as directed using telephones, voice mail, electronic mail, postal and/or delivery services, intra-campus delivery and other means as directed.
7. Meets and deals effectively with the general public, staff members, students, parents administrators, and other contact persons using tact and good judgment.
8. Maintains and submits reports, records and correspondence in a timely and accurate manner.
9. Serves on school system committees, task forces, and representatives groups as required.
10. Performs duties and represents the system and department in a courteous, positive and professional manner.
11. Obtains, gathers organizes, and prepares data and information as needed.
12. Maintain professional growth and competence through professional development as per Board Policy 5.5 Personnel – Professional Development
13. Maintain confidentially of any school system related information.
14. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
15. Perform other duties as may be assigned.

