

POSITION: SECRETARY III

REPORTS TO: Principal or one or more administrators in charge of system-wide operations.

DESCRIPTION: Personnel assigned to the county board of education office administrators in charge of various instructional, maintenance, transportation, food services, operations and health departments, federal programs or departments with particular responsibilities of purchasing and financial control or any personnel who have served in a position which meets the definition of "Secretary II " or "Secretary III" herein for eight years.

QUALIFICATIONS:

1. High school diploma or GED required with some business college or business oriented courses preferred.
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position and have verifiable computer/word processing experience.
3. Ability to work well with others.
4. Must utilize knowledge and understanding of board policies and operating procedures.
5. Requires high level of tact and integrity.
6. Secretarial experience within the system or in a comparable position with an external organization preferred.

RESPONSIBILITIES:

1. Performs all major secretarial functions of an office, as well as basic administrative assistance tasks, in order to facilitate effective operations of (one or more) central school system administrator(s).
2. May operate electric typewriter, adding machine and/or calculator, dictaphone, photostatic copier, telephone, and computer/word processor.
3. May on occasion request clerical assistance from other offices. Paper work of the office may require confidentiality and/or accurate record keeping.

Contact within and outside system requires general human relations skills. Timeliness in performance of tasks is important. Other duties may include all of the following:

1. Types letters and/or documents which may be of a technical and/or confidential nature.
2. Composes and types letters of routine nature for supervisor's approval.
3. Assembles and submits relevant data from files, etc.
4. Compiles statistical information as directed.
5. Sets up and types materials, reports, and similar presentations, usually in prescribed form, but with some individual judgment.
6. Acts as receptionist for the administrator(s), screening telephone calls, letters, and/or visitors; answers questions and furnishes information when possible to save supervisor's time; schedules appointments.
7. Maintains positive work habits.
8. Performs duties efficiently and productively.
9. Maintains and/or upgrades job-related skills.
10. Performs other related tasks as assigned by the supervisor.
11. Develops and maintains a safe work environment at all times.

All work is assigned by a supervisor, directly or by predetermined schedule. Has some degree of latitude of determining priorities. There are extensive internal and external contacts (e.g., making appointments, getting (and giving) information from (and to) other system departments, divisions, and external associations, agencies). May assign priority to own work and at times suggest priorities for supervisor and other staff members as required.

Works in a confidential relationship to the supervisor and commonly has discretionary tasks with some latitude for independent judgment. Position characterized by some administrative duties which require general knowledge of the organization and a thorough understanding of the supervisor's method of operation.

SALARY: Pay Grade:F

EMPLOYMENT TERM: 210 - 261 Days