

JOB DESCRIPTION

TITLE SECRETARY TO THE DIRECTOR

QUALIFICATIONS

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/ Experience	High school diploma or General Education Development (GED) certificate. One to three years of responsible secretarial experience or related training. Knowledge and skill in the use of computer programs such as Word, Excel and Power Point.
Language Skills	Ability to read and interpret documents such as safety rules, operating instructions and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
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 required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
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 moderate.
REPORTS TO	<u>Assigned Director</u>

GENERAL RESPONSIBILITIES

1. Provides administrative and secretarial services to the Director and other department staff as assigned.

SPECIFIC RESPONSIBILITIES

1. Performs duties of a secretarial nature and participates directly in the work of the individual(s) supported. Coordinates office work and provides information regarding the services and operation of the unit.
2. Maintains working knowledge of computerized systems and other office equipment.
3. Schedules appointments/meetings, makes necessary travel arrangements, including, hotel/seminar/conference reservations.
4. Maintains a working knowledge of the procedural and legal responses between the school district and the Department of Education as they relate to department.
5. Maintains and updates filing system.
6. Handles and routes incoming and outgoing mail.
7. Answers and screens department telephone calls. Takes messages, provides telephone assistance or directs telephone calls to the appropriate staff.
8. Accesses, inputs and retrieves information and data from a computer.
9. Performs other duties as assigned.