

(REVISED 4-18-02)
REVIEWED 7-12-06
(REVISED 5-11-09)

JOB DESCRIPTION

**TITLE: SECRETARY TO THE DIRECTOR OF ASSESSMENT
& DATA MANAGEMENT**

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 and six months to one year related experience and/or training. Must have advanced knowledge in using the Internet and ability to use email.
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, and percentages. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding in order 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	<p>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.</p> <p>While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is required to stand and walk; use hands to 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. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.</p>

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 Director of Assessment & Data Management

GENERAL RESPONSIBILITIES

1. Provides clerical and administrative support.

SPECIFIC RESPONSIBILITIES

1. Prepares all correspondence for the Director and forwards to personnel concerned.
2. Maintains and updates filing system.
2. Answers all incoming phone calls for the Director.
4. Processes all incoming mail.
5. Maintains records of computer files and performs data entry for files as necessary.
6. Monitors computer network systems and data base files. Backs up files.
7. Types and prints documents as requested.
8. Takes and transcribes minutes when directed.
9. Assesses proposed systems and recommends appropriate action.
10. Exercises initiative and judgment within an assigned scope of authority and assumes responsibility with minimal supervision.
11. Manages Data Warehouse online help desk and answers phone calls regarding Data Warehouse issues.
12. Maintains records regarding personnel including temporary help.
13. Orders supplies.
14. Maintains budget records for department.
15. Performs other duties as assigned.