

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

EXECUTIVE SECRETARY I

QUALIFICATIONS:

- (1) High School Diploma or equivalent with post-secondary business secretarial skills training or equivalent work experience.
- (2) Minimum of five (5) years related progressively responsible experience and / or training.
- (3) May substitute an equivalent combination of education and experience for above requirement.
- (4) Ability to type at least forty-five (45) correct words per minute.
- (5) Computer proficiency in word processing, page layout programs, spreadsheet and database programs.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible secretarial and administrative duties necessary to support the district. Considerable knowledge of the organization, operation, program and goals of the District. Knowledge of federal, state and District rules, regulations and policies. Considerable knowledge of office practices and procedures and operation of office equipment. Good oral and written communication skills. Effective use of business mathematics. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel and the general public. Ability to type accurately at a prescribed rate of speed, take and transcribe dictation and utilize the computer for word processing and other functions. Ability to schedule time and to handle multiple tasks in stressful situations. Ability to answer telephone calls in a courteous and professional manner. Ability to perform required bookkeeping tasks.

REPORTS TO:

Superintendent / Designee

JOB GOAL

To perform the secretarial and administrative duties and responsibilities in the position of Executive Secretary and to ensure the smooth efficient operation of the office.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EXECUTIVE SECRETARY I (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

EXECUTIVE SECRETARY I (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Maintain daily appointment calendar for Supervisor, scheduling appointments and meetings.
- * (2) Open, sort and file all necessary correspondence from DOE., committees, and the like.
- * (3) Keep monthly payrolls of all personnel assigned to the department.
- * (4) Serve as receptionist for telephone calls for the Superintendent / Designee when needed.
- * (5) Develop page layout, type correspondence and other word processing documents including handbooks, brochures, flyers, memos, and others.
- * (6) Prepare department materials for School Board meetings.
- * (7) Provide miscellaneous clerical services for various Boards and committees on which the Superintendent / Designee serves.
- * (8) Maintain accounting procedures related to special programs including cost accounting, vendor, expenditures, vouchers, and checks.
- * (9) Provide technical assistance to schools and other departments.

Employee Qualities / Responsibilities

- * (10) Maintain a courteous and professional manner.
- * (11) Maintain positive effective working relationships with school districts, school personnel and co-workers.
- * (12) Maintain confidentiality.
- * (13) Use positive and effective interpersonal communication skills.
- * (14) Report to work regularly and on time.
- * (15) Keep Superintendent / Designee informed in a timely manner.
- * (16) Participate in training to update and increase skills.
- * (17) Demonstrate initiative in the performance of assigned responsibilities.
- * (18) Complete assignments with little or no supervision.

System Support

- * (19) Organize office to obtain maximum efficient operation.
- * (20) Submit accurate reports in a timely manner and maintain all appropriate records.
- * (21) Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- * (22) Interact positively with multi-districts and / or multi-agencies.
- * (23) Assist in training and supervising any clerical personnel as directed by Supervisor.
- * (24) Demonstrate organizational skills by performing many tasks simultaneously.
- * (25) Demonstrate support for department and District goals and priorities.
- * (26) Serve on task forces and committees.
- * (27) Serve as liaison to Department of Education on matters related to assigned responsibilities.
- * (28) Assist other projects by providing secretarial / bookkeeper services as part of collaborative effort when needed.
- (29) Perform other duties as assigned.

*Essential Performance Responsibilities