

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Executive Secretary, School	Job Code: 73090
Job Classification:	16 Administrative Support Workers	EEO Line: 51
Job Class Category:	Educational Support Personnel	Job Description Supplement Code: 1
Reports to:	Principal	Salary Locator: Support Personnel 0

SUMMARY:

Assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of students can be realized.

QUALIFICATIONS:

- (1) High School Diploma
- (2) Five (5) years' experience as a secretary with a commercial firm, or two (2) years' experience as a secretary in a public school system; two years of college may be substituted for experience
- (3) Strong communication, technical and computer skills
- (4) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents and required District information while maintaining a high level of confidentiality.
- (2) Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (3) To perform this job successfully, an individual should have an extensive knowledge of Microsoft Office Programs including WORD and Excel and the Skyward system
- (4) Considerable knowledge of office practices and procedures and operation of office equipment
- (5) Good oral and written communication skills
- (6) Effective use of business mathematics; ability to perform required bookkeeping tasks
- (7) Ability to deal effectively and courteously with students, school personnel and the general public
- (8) Ability to supervise various clerical and/or paraprofessionals; work is performed under the general supervision and direction of the principal
- (9) Ability to type accurately and utilize the computer for word processing and other functions
- (10) Ability to schedule time and to handle multiple tasks in stressful situations
- (11) Maintain high degree of confidentiality, initiative and dependability.

PERFORMANCE RESPONSIBILITIES:

- (1) Answer telephone, e-mail and public inquiries in a professional manner, being helpful and responsive.
- (2) Serve as secretary to the Principal
- (3) Maintain Principal's calendar including appointments, travel, and reimbursements.
- (4) Maintain high degree of confidentiality.
- (5) Maintain school records as necessary
- (6) Maintain daily employee attendance, pay records and substitutes utilizing the Skyward Payroll System
- (7) Process School's Payroll including TDE's and travel reimbursements
- (8) Personnel Action Forms
- (9) Prepare and submit all Board materials
- (10) Post vacancies
- (11) Schedule interviews when necessary
- (12) Process all new employee records including internet/e-mail access and accounts
- (13) Request Maintenance Work Orders for all campus repairs/requests
- (14) Maintain employee lists - alpha; grade level; subject, etc.
- (15) Assist Principal by planning, initiating and carrying to completion clerical, secretarial and administrative activities
- (16) Attend and take minutes of staff meetings and other meetings in order to maintain a proper record for communication, documentation and audit purposes
- (17) Develop materials for Principal's use for presentations, conferences and workshops

- (18) Perform bookkeeping tasks as needed
- (19) Maintain Personnel Allocation handbook
- (20) Maintain Notary status and up to date on current rules
- (21) All other duties as assigned by Principal

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force 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.

EVALUATION:

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

BOARD APPROVAL:

February 2004

Amended: May 20, 2014