

JOB DESCRIPTION - ADMINISTRATIVE SECRETARY

Qualifications: Knowledge of basic secretarial skills including typing, dictation, and operation of office equipment as well as organizational skills necessary to enable the district office to operate efficiently and effectively.

Reports to: District Administrator

Basic Function: Perform general secretarial and clerical work, serve as receptionist, maintain Board minutes and policies, and assist in the efficient operation of the district office.

Work Schedule: Normal hours will be 8:00 AM - 4:00 PM during the school year and 8:00 AM - 3:30 PM during periods when school is not in session. Vacation days will include WEAC convention (2 days), Thanksgiving Recess (3 days), Christmas and Easter Recesses (as per BEA contract), Memorial Day, Fourth of July, and Labor Day. Annual work schedule will include approximately 1983 hours.

Responsibilities:

1. District Office Operations
  - a. Prepare outgoing and receive incoming mail for the district office.
  - b. Serve as district office receptionist by answering phones, taking messages, and receiving employees and visitors.
  - c. Maintain the district office in an efficient and effective manner.
2. General Clerical and Secretarial Work
  - a. Type and distribute memos and correspondence from the district administrator.
  - b. Maintain district office and personnel files.
  - c. Keep daily records of absences of all school employees.
  - d. Prepare purchase orders as needed throughout the school year and during requisition processing.
  - e. Complete DPI annual Transportation and Attendance reports.
3. Maintain Board Minutes and Policies
  - a. Assemble and distribute Board packets for all regular and special meetings.
  - b. Post agendas in required locations and mail agendas to local media as directed by the Board.

- c. Type and file official minutes of all open and closed sessions of regular and special Board meetings.
- d. Type and distribute copies of all Board policies to Board members, district administrator, and principals.
- e. Assist in setting up meeting area for all Board meetings.

4. Other Responsibilities

- a. Perform other duties as may be required.