



Leadership • Collaboration • Support

JOB TITLE: Senior Secretary

CSEA Salary Schedule, Range 21

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under general supervision, performs a variety of secretarial, clerical, and receptionist duties involved in coordinating the work of the office, relieving the administrator of minor administrative details and duties.

JOB REQUIREMENTS AND QUALIFICATIONS

- Ability to type accurately at 50 words per minute.
- Three years of experience as a secretary or similar qualifying experience.
- Ability to handle confidential material with discretion.
- Knowledge of efficient office methods and practices including filing systems, business correspondence, receptionist techniques, and report writing.
- Knowledge of proper English usage, grammar, spelling, vocabulary, and punctuation.
- Ability to plan and organize meetings with various agencies.
- Ability to effectively communicate in both oral and written form.
- Ability to establish and maintain effective work relationships with fellow employees, administrators, contact with other agencies, and the general public.
- Ability to take notes and transcribe accurately.
- Ability to learn to interpret and apply administrative and departmental policies, procedures, laws, and regulations.
- Ability to understand and follow complex directions, both oral and written.
- Ability to establish and maintain complex records and prepare reports.

- Ability to operate standard office machines, as well as operation of a computer and assigned software.
- Ability to establish and maintain effective work relationships.
- Acts as receptionist, greets and provides information to visitors, parents, and students.
- High school diploma or G.E.D. equivalent.

ESSENTIAL DUTIES

- Attends meetings/conferences and prepares minutes and summaries of action taken.
- Orders supplies, prepares and submits monetary claims, billing, purchase orders, and requests for reimbursement.
- Prepares a variety of materials which may include, reports, memos, forms, programs, correspondence, evaluations, parents' notices, instructional materials, and newsletters; composes routine correspondence from basic oral or written instructions.
- Answers telephone calls and receives visitors, taking messages for administrators or other department personnel.
- Provides clerical assistance to school/department-related groups and assists in the preparation of materials.
- Requisitions, stores, inventories, and distributes supplies, equipment, books, and other materials.
- Maintains office filing system and records.
- Maintains calendar for supervisor, exercising considerable discretion in the commitment of time.
- Plans and organizes with a minimum of direction, meetings or events with other agencies.
- Performs a variety of duties which may include publishing newsletters, processing new instructional materials, interpreting regulations, issuing work permits, event registrations, travel arrangements, etc.
- Coordinates the scheduling of annual reports to various state agencies.
- Coordinates work flow with other unit personnel.
- Maintains continuing record of budgetary expenditures and transfer funds and/or charges as necessary to maintain positive account balances; collects and accounts for money.

- May manage program vehicles assigned and maintains vehicle keys securely at the worksite.
- May confer with parents regarding students' absences; may admit returning or tardy students; may arrange transportation for field trips or other extracurricular trips.
- Schedules the use of facilities and maintains site calendar.
- Opens, date stamps, and distributes mail.
- Interpret and apply administrative and departmental procedures, policies, laws, and regulations.
- Provides operational support for all sites and programs supervised by the administrator, which may include support prior to, during and following board meetings.

MARGINAL DUTIES

- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a framework of standard policies and procedures.

SUPERVISION EXERCISED

Employees in this classification may train and coordinate the workflow for other staff members in operational unit as it relates to clerical tasks or special project objectives.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)

Walking (15%)

Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (2)

Bending (3)

Pushing and/or
Pulling Loads (1)

Reaching
Overhead (2)

Kneeling or
Squatting (3)

Climbing Stairs (2)

Climbing Ladders (0)