



JOB DESCRIPTION

Administrative Secretary/Superintendent's Office

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The Administrative Secretary/Superintendent's Office works under the general supervision of the administrative assistant to the Superintendent and the direct supervision of the Superintendent, ensures the efficient operation of the superintendent's office and provides clerical services to the superintendent and handles confidential information and frequent contact with all levels of district employees, outside agencies, and the general public.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- One to two years secretarial or related experience, preferably in a public education environment

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient skills in keyboarding, word processing, and file maintenance skills
- Knowledge of office procedures
- Excellent organization, communication, and interpersonal skills
- Ability to meet established deadlines

DUTIES AND RESPONSIBILITIES:

1. Respects the confidentiality of the position and all functions of the Superintendent's office.
2. Receives and directs incoming calls, takes reliable messages, and routes to appropriate staff.
3. Assists with clerical tasks in the preparation of board agenda packets.
4. Sorts and distributes mail for the superintendent's office.
5. Maintains department requisition and purchase order records.
6. Assists with the preparation of various correspondence and provides clerical assistance as needed.
7. Is responsible for the ordering and maintenance of department office supplies.
8. Prepares Certificates of recognition and appropriate letters of appreciation from the Board of Trustees and notes or letters of commendation from the superintendent for students, organizations, teachers, etc.
9. Maintains schedule of meetings to be held in the board room and conference room
10. Assists with meeting preparations.
11. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate (verbally and written), concentrate, reason, understand verbal and written instructions, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds), reach, perform repetitive hand motions, hear, and speak.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic Office equipment

Paraprofessional Pay Grade: 5

Days: 226

Wage/Hour Status: Nonexempt

Updated: July 23, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.