



## **JOB DESCRIPTION**

### **Secretary to the Chief Technology Officer**

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The Secretary to the Chief Technology Officer under the direct supervision of the Chief Technology Officer, assumes the clerical and secretarial functions and facilitates the efficient operations of Technology Services.

#### **EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- Three years of secretarial experience, preferably in public education environment or equivalent

#### **ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

#### **KNOWLEDGE / SKILLS / ABILITIES:**

- Proficient typing, keyboarding, and file maintenance skills
- Knowledge of correct English usage, grammar, spelling, and punctuation
- Basic math skills
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
- Ability to use effective verbal communication skills

#### **DUTIES AND RESPONSIBILITIES:**

1. Respects the confidentiality of the position.
2. Opens mail for the Chief Technology Officer and distributes other mail throughout the department.
3. Types correspondence, reports and memorandums for Technology Services. Takes minutes, when required.
4. Maintains and updates leave records for the department to include filling out the forms and filing. Responsible for payroll supplemental forms on a monthly basis. Insures the travel forms are done correctly and turned in to accounting on a monthly basis as needed.
5. Prepares travel arrangements for conference trips to include airline tickets, hotel and any other arrangements as needed.
6. Maintains all files for the department to include software licenses for the district.
7. Maintains appointment calendars for the Chief Technology Officer. Coordinates meetings with others in the department and district. Maintains the ERC Technology lab calendar.
8. Prepares requisitions for Technology Services. Researches prices for computer hardware and software. Reviews the requisitions to insure they are prepared correctly to include the budget codes.
9. Monitors budgets for the department to include making transfers. Assists Chief Technology Officer with maintaining and tracking budget and expenditures.
10. Codes all Tech Allotment requisitions for the district and makes appropriate budget transfers.
11. Reviews all district technology requisitions to insure that they are in accordance with state purchasing regulations.
12. Codes and reviews for state purchasing regulations all Technology Bond requisitions.
13. Signs all district technology purchase orders to approve for payment after merchandise/service has been received.
14. Coordinates arrangements for technology workshops.
15. Orders department office supplies and equipment as needed.

16. 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 effectively (verbal and written), concentrate, interpret procedures, reason, read, understand verbal instructions, coordinate, compile, instruct, and maintain emotional control.

**PHYSICAL DEMANDS:** Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb, reach, repetitive hand motions, hear and speak.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic Office equipment

**Paraprofessional Pay Grade: 7**

**Days: 226**

**Wage/Hour Status: Nonexempt**

**Updated: September 11, 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.*