



Job Title: Administrative Secretary **Wage/Hour Status:** Non-Exempt
Reports To: Administrator Designated **Pay Grade:**
Dept. /School: Administration Building **Date Revised:** 09/21/2011

Primary Purpose:

Organize and manage the routine work activities of an administrative department office and provide clerical services to the department head and other staff members.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient skills in keyboarding, word processing, and file maintenance

Effective communication and interpersonal skills

Basic math skills

Ability to use personal computer and software to develop spreadsheets and databases and do word processing

Experience:

Three years secretarial experience, preferably in a public education environment

Major Responsibilities and Duties:

Records, Reports, and Correspondence:

1. Prepare correspondence, forms, reports, etc., for the department head and other department staff members using personal computer and typewriter.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Maintain physical and computerized departmental files.
4. Maintain departmental records as needed.

Accounting:

5. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.
6. Assist with the preparation of purchase orders and payment authorizations.
7. Monitor and process personnel time records including leave requests and reports; compile information and submit to central office.

Other:

8. Answer incoming calls, take reliable messages, and route to appropriate staff.
9. Maintain a schedule of appointments and make travel arrangements for department staff.
10. Receive, sort, and distribute mail and other documents to department staff.
11. Maintain confidentiality of information.
12. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, typewriter, printer, calculator, copier, and fax machine.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.