



Job Title: Secretary to Associate Superintendent
Business and Finance

Wage/Hour Status: Non-Exempt

Reports To: Associate Superintendent
Of Business and Finance

Pay Grade: Paraprofessional
Pay Grade 7

Dept. /School: Business and Finance

Date Revised: 10/2/2015

Primary Purpose:

Organize and manage the routine work activities of the Business and Finance office and provide clerical services to the Associate Superintendent and other staff members.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient skills in Microsoft Office products such as Excel, Word, Power Point, Publisher

Effective communication and interpersonal skills

Basic file maintenance and math skills

Ability to use personal computer and software to develop databases and website postings,

Skyward preferred

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 Associate Superintendent, School Board and other department staff members as needed, using personal computer and typewriter.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Combine and compile information for major reports using Excel, Adobe PDF, and Word documents into a Adobe PDF format.
4. Maintain physical and computerized departmental files.
5. Maintain departmental records as needed.

Accounting:

6. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.
7. Process purchase orders and payment authorizations for departments and district-wide budgets.
8. Maintain inventory and issuance log of receipt books.

Other:

9. Answer incoming calls, take reliable messages, and route to appropriate staff.
10. Maintain a schedule of appointments and make travel arrangements for department staff.
11. Receive, sort, and distribute mail and other documents to department staff.
12. Maintain confidentiality of information.
13. Provide Skyward requisition support to staff.
14. Maintain Business Office calendar and trainings with communication to appropriate staff.
15. 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.