



Teaching • Understanding • Serving • Developing

Adopted 2018-2019

Range: H

Classification: Classified

## Job Description

## Secretary to the Chief Administrator of Instructional Services

### DEFINITION

Acting as secretary to the Chief Administrator of Instructional Services, performing stenographic, secretarial, record-keeping, filing, and general office clerical work.

### EXAMPLES OF DUTIES –*Not all inclusive*

- Take and transcribe dictation for correspondence, reports, and meetings.
- Type a wide variety of materials including forms, letters, requisitions, agendas, reports, memos, etc.
- Receive and screen telephone calls and visitors, providing routine information and making appointments.
- Set up and maintain confidential and comprehensive files.
- Update and maintain the state and district curriculum frameworks and high school proficiency tests.
- Obtain, interpret, and give out information to various parties concerning office functions, policies, and procedures.
- Schedule appointments, assist in organizing and arranging group meetings, and maintain a calendar of events.
- Process book purchases and maintain District book inventory.
- Coordinate and process district test materials.
- May serve as back-up secretary in the absence of the Superintendent's secretary as related to agenda preparation and taking minutes at the school board meetings.
- Issue purchase orders and monitor the division budget.
- Perform other duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

- Operating various office equipment and machines, including word-processing.
- Satisfactory score on District screening test.
- Typing 65 wpm and dictation at 80 wpm.

#### Ability to:

- Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:
  - Work at a desk, counter and in meetings of various configurations.
  - Read printed matter and computer screens.
  - Speak so others will be able to clearly understand a normal conversation.
  - Hear and understand speech.

- Lift and carry 25 pounds.
- Digital dexterity to operate office equipment.

### **EDUCATION / EXPERIENCE**

- Combination of training and experience which would indicate possession of the skills and abilities listed above.
- An example of an acceptable combination is: equivalent to graduation from high school and two years of responsible office experience, preferably in positions requiring secretarial skills and some independent responsibilities for office procedures, record-keeping, and computer background.

### **REASONABLE ACCOMMODATION**

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.