

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

SECRETARY, ASSISTANT SUPERINTENDENT

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years related progressively responsible experience and / or training; or equivalent combination of education and experience.
- (3) Type a minimum of 65 CWPM.
- (4) Transcribe at a minimum of 60 CWPM.
- (5) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible secretarial and administrative duties necessary to support the Superintendent. Extensive knowledge of the organization, operation, program and goals of the District. Knowledge of federal, State and District rules, regulations and policies. Considerable knowledge of office practices and procedures and operation of office equipment. Good oral and written communication skills. Effective use of business mathematics. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel and the general public. Ability to type accurately at a prescribed rate of speed, take and transcribe dictation and utilize the computer for word processing and other functions. Ability to schedule time and to handle multiple tasks in stressful situations. Ability to answer telephone calls in a courteous and professional manner. Ability to perform required bookkeeping tasks.

REPORTS TO:

Assistant Superintendent

JOB GOAL

To perform the secretarial and administrative duties and responsibilities in the position of secretary to ensure the smooth and efficient operation of the Assistant Superintendent's office.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Develop an extensive knowledge of the organization and programs under the Assistant Superintendent's jurisdiction.
- * (2) Assume responsibility for specific tasks related to areas assigned to office of Assistant Superintendent as directed.
- * (3) Serve as personal assistant to the Assistant Superintendent by planning, initiating and carrying to completion clerical, secretarial and administrative activities.
- * (4) Maintain Assistant Superintendent's calendar including appointments, travel, deadlines and commitments.
- * (5) Receive and route telephone calls, answer questions which may involve interpretation of policies and procedures and operation of the District.

SECRETARY, ASSISTANT SUPERINTENDENT (Continued)

- * (6) Receive, log and route all mail received by the Assistant Superintendent's office in addition to reviewing and answering correspondence as directed by the Assistant Superintendent.
- (7) Assist in audit preparation.
- * (8) Prepare and submit Board agenda items.
- * (9) Prepare and / or disseminate, to appropriate personnel, pertinent documents, DOE information, rules and regulations, guides, Board policies and interpretive memoranda.
- *(10) Attend and take minutes of staff meetings and other meetings in order to maintain a proper record for communication, documentation and audit purposes.
- *(11) Develop materials for Assistant Superintendent's use for presentations, conferences and workshops.
- (12) Compile background data and information on issues and / or topics as requested by the Assistant Superintendent.
- (13) Assist in training and supervising any District clerical personnel assigned to the Assistant Superintendent's office.
- *(14) Maintain effective working relationships with District and school personnel, parents, and the general public.
- *(15) Maintain required files.
- *(16) Prepare and submit required payroll and personnel paperwork.
- (17) Order supplies and maintain inventory of Assistant Superintendent's office.
- (18) Perform bookkeeping tasks as needed.
- (19) Respond to requests from the staff as directed by the Assistant Superintendent.
- *(20) Maintain confidentiality.
- (21) Serve as back-up for Secretary to Superintendent as needed.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(23) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light Work: exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

**Job Description Supplement Code 6
Group 6 of the ESP Salary Schedule
DOE Job Code 63090**

Revised Board Approval 04/11/2017