JOB DESCRIPTION

POSITION TITLE: Executive Secretary II

DEPARTMENT: Chief of Staff

DIVISION: Chief of Staff

REPORTS TO: Chief of Staff

FLSA: Non-Exempt

JOB CODE: 487A

SALARY SCHEDULE: Executive Secretary Salary Schedule

WORK DAYS: 238

PAY GRADE: Executive Secretary II (NX2)

PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Coordinates the operation of the Office of the Chief of Staff which entails a high quality of secretarial work and computer skills, routine clerical duties and heavy telephone duties with an emphasis on courtesy and favorable impressions of the school system.

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required

2. Certification/License Required: None

3. Experience: Minimum 3 years responsible clerical experience

4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities; prolonged sitting required for operation of word processing equipment

5. Knowledge, Skills, & Abilities: Written and oral communication, typing, Word, Excel, organization, transcription proficiency, public relations

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.

2. Greets visitors, handles phone and email correspondence to ascertain nature of business; directs phone and email correspondence to correct Administrator or other appropriate persons.

3. Assists the public in an understanding of the District website; including Division Information, calendar information, policies and Board Agenda items.

4. Retrieves, opens, reads and routes all mail addressed to the Chief of Staff; provide support for the Superintendent’s Office.

5. Maintains general knowledge of services performed by other central office divisions, the School System’s philosophy and its purpose to serve the public.

6. Maintains a log in conjunction with Superintendent’s Office with items for signature and high priority as well as Request for Legal Assistance.

7. Assists with compliance to legal requests including litigation and open records requests.

8. Assists the Superintendent’s Office with all System legal issues involving the Superintendent and Board Members and follow-up to the Board Attorney.

9. Assists with communication between the Chief of Staff and staff.

10. Assists in scheduling appointments and coordinating and making travel arrangements electronically for the Chief of Staff.

11. Composes and/or transcribes correspondence, reports and other documents as requested by the Chief of Staff. Demonstrates proficiency in Microsoft Office XP Suite (i.e. MS Excel, MS Word). Copies and collates multiple page documents and distributes as directed; maintains all files, correspondence, follow-ups and/or records in a retrievable fashion as needed.

12. Keeps Chief of Staff informed of situations and circumstances which require special attention.

13. Works on varied assignments, including scheduling, planning, and preparation for all of the Superintendent’s group meetings.
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<th>Endeavors to learn resourceful materials and operations to enhance office procedures.</th>
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<tr>
<td>15.</td>
<td>Attends and records minutes of Board meetings as required; assists in the process of paperless Board Agenda as needed.</td>
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<td>17.</td>
<td>Assists Board members with correspondence, daily schedules and other tasks; such as preparation of Board Packets, as needed; assists the Superintendent’s office with preparation of Board Docs as needed.</td>
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<td>18.</td>
<td>Researches and prepares payroll processing, purchase orders for special items, such as technology equipment and furniture, and office supplies for General Administration; prepares and submits all Print Shop orders for General Administration.</td>
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<td>19.</td>
<td>Assists Chief of Staff as needed.</td>
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<td>20.</td>
<td>Coordinates Benefits Open Enrollment for General Administration; attends meetings, distributes Benefits materials and submits appropriate forms to the Benefits Office.</td>
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<td>21.</td>
<td>Demonstrates ability to use discretion in matters that are sensitive in nature and require confidentiality.</td>
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<td>22.</td>
<td>Performs other duties as assigned by appropriate administrator.</td>
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Signature of Employee ___________________________ Date ____________________

Signature of Supervisor ___________________________ Date ____________________