# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Executive Secretary III, Accountability &amp; Research</th>
<th>JOB CODE:</th>
<th>487A</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION:</td>
<td>Accountability &amp; Research</td>
<td>SALARY SCHEDULE:</td>
<td>Executive Secretary</td>
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<tr>
<td>DEPARTMENT:</td>
<td>Accountability &amp; Research</td>
<td>WORK DAYS:</td>
<td>238</td>
</tr>
<tr>
<td>REPORTS TO:</td>
<td>Deputy Superintendent, Leadership &amp; Accountability</td>
<td>PAY GRADE:</td>
<td>Executive Secretary III (NEX3)</td>
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<tr>
<td>FLSA:</td>
<td>Non-Exempt</td>
<td>PAY FREQUENCY:</td>
<td>Monthly</td>
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<tr>
<td>PRIMARY FUNCTION:</td>
<td>Provides administrative support for the Division and projects a professional District image through in-person and phone interactions.</td>
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## REQUIREMENTS:

1. **Educational Level:** High School Diploma or GED required
2. **Certification/License Required:** None
3. **Experience:** 5 years of secretarial experience; executive level experience preferred
4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities
5. **Knowledge, Skills, & Abilities:** Excellent written and oral communication; organization, interpersonal, and administrative skills; strong computer application skills in word processing, spreadsheets, data bases, and presentation software; familiarity with technical terms associated with testing, research, evaluation, accountability

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. Acts as a liaison between the Deputy Superintendent, Leadership & Accountability and other Department staff members, transmitting directives, instructions, and/or assignments; follows up on the status of assignments.
3. Maintains attendance and payroll, prepares payroll reports.
4. Processes requests for data and applications for research for the purpose of disseminating information to Accountability & Research staff members and others.
5. Reviews, edits, and proofreads all outgoing communication in the form of emails, letters, voice messages, or other forms of communication for the purpose of disseminating accurate, timely information to the appropriate audience.
6. Receives and screens incoming calls and/or correspondence, determines which are priority matters, and makes referrals to appropriate staff or provides requested information.
7. Informs others of the District or Division position on issues.
8. Composes letters and memoranda in response to inquiries.
9. Takes, transcribes, and disseminates minutes of meetings for the purpose of maintaining accurate records and information.
10. Schedules appointments and meetings for the Deputy Superintendent, Leadership & Accountability.
11. Copies, files, records, and logs data shared between Departments.
12. Recommends actions to be taken on office equipment and supply needs.
13. Prepares annual division budget documents and maintains financial records in accordance with District policy.
14. Attends meetings or other events as directed by the Deputy Superintendent, Leadership & Accountability.
15. Performs other duties as assigned by appropriate administrator.
Signature of Employee ___________________________________ Date ______________________

Signature of Supervisor ___________________________________ Date __________________