



EMPLOYEE NAME: _____

Revised: 1/86; 10/89; 7/90; 7/92; 11/92; 2/93; 5/93; 6/93; 3/96,
4/98, 9/98, 04/04; 2/05; 7/11; 9/11; 10/12; 6/17; 6/18; 11/20; 11/21

JOB DESCRIPTION

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| POSITION TITLE: Executive Secretary III | JOB CODE: 487A |
| DIVISION: Technology Services | SALARY SCHEDULE: Executive Secretary Annual |
| DEPARTMENT: Technology Services | WORKDAYS: 238 |
| REPORTS TO: Chief Technology & Operations Officer | PAY GRADE: Exec Sec III (NEX2) |
| FLSA: Non-Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Coordinates the operation of the Chief Technology Office 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:

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| 1. | Educational Level: High School Diploma or GED required |
| 2. | Certification/License Required: None |
| 3. | Experience: 5 years of secretarial experience at the executive level |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication; organization; public relations; and word processing |

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

ESSENTIAL DUTIES:

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| 1. | Demonstrates prompt and regular attendance. |
| 2. | Demonstrates ability to use discretion in matters that are sensitive in nature and require confidentiality. |
| 3. | Keeps Chief Technology & Operations Officer informed of situations and circumstances which require special attention. |
| 4. | Schedules appointments, meetings, and maintains calendar information for the Chief Technology & Operations Officer. Maintains office in a neat and orderly appearance. |
| 5. | Maintains an efficient filing system including confidential files. |
| 6. | Receives and screens telephone calls; communicates appropriately with staff, school district personnel and general public by telephone and in writing. |
| 8. | Processes travel reports, forms, and mail. |
| 9. | Maintains accurate budget files and financial transactions for division. |
| 10. | Prepares and processes purchase requisitions, purchase orders and other similar requests for personnel and/or equipment. |
| 11. | Provides support for Technology Directors. |
| 12. | Maintains adequate knowledge of operational practices and procedures to assist administrators, secretarial staff, and clients. |
| 13. | Handles routine operational business in the absence of the Chief Technology & Operations Officer. |
| 14. | Performs other duties as assigned by appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____