

Senior Department Secretary - District

Purpose Statement

The job of Senior Department Secretary – District is done for the purpose of providing support to the educational process with specific responsibilities for performing advanced, highly complex secretarial duties requiring independent judgement and analysis; and planning, organizing and coordinating office activities and communication.

This job reports to Assigned Supervisor

Essential Functions

- Assists in preparing and analyzing budget reports, making corrections to budget reports and preparing budget transfers for the purpose of identifying budget variances, compiling statistical information, and/or conforming to established guidelines.
- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Compiles information for agenda items and types a variety of materials for the purpose of ensuring accurate information is presented.
- Coordinates communication and interprets and applies rules and regulations as appropriate for the purpose of obtaining and providing information, coordinating activities and resolving issues.
- Directs the work of other clerical employees as required for the purpose of ensuring their department and individual performance objectives are met.
- Enters District transfers of students within District schools and independent schools for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Gathers information on various topics from school administrators via photos, narratives, recommendations, stipulations, agreements, etc. for the purpose of providing and/or conveying information as needed.
- Maintains a variety of records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Performs highly advanced complex secretarial duties requiring independent judgement and analysis and plans organizes and coordinates office activities and communication for the purpose of ensuring efficiency of department and relieving the administrator of routine clerical duties.
- Researches, reviews, checks and compiles a variety of information for the purpose of verifying data for accuracy, completeness and compliance with established procedures, documenting activities, and providing information and/or recommendations.

- Responds to requests for information or to complaints regarding District programs, policies, procedures and regulations for the purpose of providing the necessary information and responding according to established policies and guidelines.
- Schedules meetings, appointments, arranges conference rooms, maintains calendar and arranges travel accommodations for the purpose of making necessary arrangements for assigned activity.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: using pertinent software applications; preparing and maintaining accurate records; and using independent judgement.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; correct English usage, grammar, punctuation, and vocabulary; maintaining necessary filing systems; and laws, rules and regulations related to assigned activities.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; working effectively with others; communicating with diverse groups; setting priorities; working with constant interruptions; and assigning and reviewing the work of others.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Four years of administrative secretarial experience including one year in an educational environment.

Education (Minimum): High school diploma or equivalent. College level coursework preferred.

Required Testing

None Required

Certificates and Licenses

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Mandated Reporter Training

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Salary Grade

Range 20

Revised Date