



EMPLOYEE NAME: _____

Revised 12/91; 6/92; 5/93; 2/94; 12/94, 3/95; 3/96; 11/96; 2/98; 4/01;
10/09; 3/17; 6/18; 6/21

JOB DESCRIPTION

POSITION TITLE: Executive Secretary III, Strategy & Accountability	JOB CODE: 487A
DIVISION: Strategy & Accountability	SALARY SCHEDULE: Executive Secretary
DEPARTMENT: Strategy & Accountability	WORKDAYS: 238
REPORTS TO: Chief Strategy & Accountability Officer	PAY GRADE: Executive Secretary III (NEX3)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates the operation of the office of the Chief Strategy & Accountability 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:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 5 years of secretarial experience; executive level experience
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.	Demonstrates ability to use discretion in matters that are sensitive in nature and require confidentiality.
3.	Keeps Chief Strategy & Accountability Officer informed of situations and circumstances which require special attention.
4.	Acts as a liaison between the Chief Strategy & Accountability Officer and other Department staff members, transmitting directives, instructions, and/or assignments; follows up on the status of assignments.
5.	Maintains attendance and payroll, prepares payroll reports.
6.	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.
7.	Receives and screens incoming calls and/or correspondence, determines which are priority matters, and makes referrals to appropriate staff or provides requested information.
8.	Informs others of the District or Division position on issues.
9.	Schedules appointments and meetings for the Chief Strategy & Accountability Officer.
10.	Attends meetings or other events as directed by the Chief Strategy & Accountability Officer.
11.	Prepares annual division budget documents and maintains financial records in accordance with District policy.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____