



EMPLOYEE NAME: _____

Revised: 6/95; 12/07; 4/01; 5/02; 12/04; 7/06; 5/07; 10/13; 6/18; 4/21

JOB DESCRIPTION

POSITION TITLE: Executive Secretary III	JOB CODE: 487A
DIVISION: Chief of Staff	SALARY SCHEDULE: Executive Secretary Annual
DEPARTMENT: Chief of Staff	WORKDAYS: 238
REPORTS TO: Chief of Staff	PAY GRADE: NEX3
FLSA: Non-Exempt	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: 5 years of secretarial experience at the executive level
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. Demonstrates ability to use discretion in matters that are sensitive in nature and require confidentiality.
3. Provides high-level support for the Superintendent's Office as needed.
4. Keeps Chief of Staff informed of situations and circumstances which require special attention.
5. Greets visitors, handles phone and email correspondence to ascertain nature of business; directs phone and email correspondence to correct Administrator or other appropriate persons.
6. Assists the public in an understanding of the District website, including Division Information, calendar information, policies and Board Agenda Items.
7. Retrieves, opens, reads, and routes all mail addressed to the Chief of Staff.
8. Maintains general knowledge of services performed by other central office divisions, the School System's philosophy and its purpose to serve the public.
9. Maintains files and submits Requests for Legal Assistance to District Counsel
10. Assists with compliance to legal requests including litigation and open records requests.
11. Assists with communication between the Chief of Staff and staff.
12. Assists in scheduling appointments and coordinating and making travel arrangements for the Chief of Staff.
13. 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.
14. Works in conjunction with the Superintendent's Office to schedule, plan, and prepare for the Superintendent's Advisory Meetings.
15. Endeavors to learn resourceful materials and operations to enhance office procedures.

16.	Maintains office in an orderly and presentable appearance.
17.	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.
18.	Assists Chief of Staff as needed.
19.	Coordinates Benefits Open Enrollment for General Administration; attends meetings, distributes Benefits materials and submits appropriate forms to the Benefits Office.
20.	Coordinates Annual United Way Campaign for District.
21.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____