



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 1/86; 2/86; 5/88; 2/90; 9/90; 6/91; 2/93; 5/93;10/93; 11/94;2/96;  
1/98; 1/99; 7/01; 8/02; 9/03; 6/06; 8/08; 10/12; 6/18; 6/21

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Executive Secretary III	<b>JOB CODE:</b> 487A
<b>DIVISION:</b> Financial Services	<b>SALARY SCHEDULE:</b> Executive Secretary
<b>DEPARTMENT:</b> Financial Services	<b>WORKDAYS:</b> 238
<b>REPORTS TO:</b> Chief Financial Officer	<b>PAY GRADE:</b> Executive Secretary III (NEX3)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Coordinates the operation of the Chief Financial Services 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 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; Microsoft Office Suite; math aptitude

***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 Financial Officer informed of situations and circumstances which require special attention.
4.	Schedules and coordinates appointments/meetings for the Chief Financial Officer.
5.	Composes, types, and transcribes correspondence. Answer's phone/e-mail correspondence and provides information or directs to correct administrator.
6.	Prepares financial reports; works on assignments in financial process; coordinates non-technical projects.
7.	Provides information or handles routine business in absence of or as delegated by the Chief Financial Officer.
8.	Attends and records minutes of senior staff meetings.
9.	Manages and reconciles monthly Financial Services procurement card.
10.	Maintains payroll service report/report of absence for Financial Services senior staff.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_