



EMPLOYEE NAME: _____

Revised: 11/87; 3/92; 6/92; 10/92; 10/94; 1/98; 4/01; 1/05; 9/08; 10/12 ; 6/21

JOB DESCRIPTION

POSITION TITLE: Executive Secretary III	JOB CODE: 487A
DIVISION: Human Resources	SALARY SCHEDULE: Executive Secretary
DEPARTMENT: Human Resources	WORKDAYS: 238
REPORTS TO: Chief Human Resources Officer	PAY GRADE: Exec Sec III (NEX3)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates the operation of the Chief Human Resources 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; organization; public relations; word processing; Excel; transcription

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 Human Resource Officer informed of situations and circumstances which require special attention.
4.	Coordinates, produces, and distributes the Personnel Action Report including board resumes and the Executive Session slate of administrative recommendations for the Board of Education for the Chief Human Resource Officer.
5.	Maintains attendance records for the purpose of preparing the monthly and bi-weekly payroll service reports.
6.	Maintains adequate knowledge of human resources practices and procedures to assist callers and expedite correct information.
7.	Completes and processes all travel and expense forms for Chief Human Resource Officer
8.	Compiles information, coordinates, and releases HR Weekly.
9.	Updates distribution lists in Outlook, HR Org Chart, HR Phone List, HR Job Descriptions for HR Division.
10.	Submits work orders for Technology related issues for HR staff in 514 building.
11.	Submits office supply orders and reconciles monthly procurement card statement.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____