



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

Revised: 1/86; 10/89; 7/90; 7/92; 11/92; 2/93; 5/93; 6/93; 3/96,  
4/98, 9/98, 04/04; 2/05; 7/11; 9/11; 10/12; 6/17; 6/18; 11/20; 11/21

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Executive Secretary III	<b>JOB CODE:</b> 487A
<b>DIVISION:</b> Technology Services	<b>SALARY SCHEDULE:</b> Executive Secretary Annual
<b>DEPARTMENT:</b> Technology Services	<b>WORKDAYS:</b> Annual Administrative Employee
<b>REPORTS TO:</b> Chief Technology & Operations Officer	<b>PAY GRADE:</b> Exec Sec III (NEX3)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Coordinates the operation of the Chief Technology Officer 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 High School state equivalent 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; and word processing

***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 Technology & Operations Officer informed of situations and circumstances which require special attention.
4.	Schedules appointments, meetings, and maintains calendar information for the Chief Technology & Operations Officer. Maintains office in a neat and orderly appearance.
5.	Maintains an efficient filing system including confidential files.
6.	Receives and screens telephone calls; communicates appropriately with staff, school district personnel and general public by telephone and in writing.
8.	Processes travel reports, forms, and mail.
9.	Maintains accurate budget files and financial transactions for division.
10.	Prepares and processes purchase requisitions, purchase orders and other similar requests for personnel and/or equipment.
11.	Provides support for Technology Directors.
12.	Maintains adequate knowledge of operational practices and procedures to assist administrators, secretarial staff, and clients.
13.	Handles routine operational business in the absence of the Chief Technology & Operations Officer.
14.	Performs other duties as assigned by appropriate administrator.

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

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