



### **Classification Summary**

Perform executive secretarial, administrative and clerical duties for a Director of Education.

### **Distinguishing Characteristics**

This class is distinguished from other secretarial classes by the emphasis on executive secretarial duties to either the elementary or secondary district Director requiring service to all district schools in area assigned and administration of district programs as assigned.

### **Supervisory Relationships**

Reports to and receives direction and work assignments from either the Director of Elementary Education or the Director of Secondary Education.

### **Examples of Duties**

1. Type from draft or transcribe internal and external correspondence, memoranda, meeting agendas, reports, principal evaluations, Intensive Assistance program reports, and other materials of a confidential nature. Determine correct format, layout, grammatical composition, and spelling; edit rough drafts and prepare for signature.
2. Receive and screen mail, calls and visitors to the Director. Assist in relieving director of administrative details which includes reviewing, prioritizing and composing responses to routine correspondence and requests for information.
3. Maintain master yearly calendar for director; schedule and coordinate appointments, evaluation interviews and meetings.
4. Prepare agenda and other required meeting resource materials. Attend, record, transcribe, prepare and distribute meeting minutes. Arrange conferences and workshops for large groups. Locate site, arrange food and supplies, prepare and mail notices and provide information, to participants.
5. Receive and respond to requests for information verbally or in writing. Obtain and provide responses for those situations where information is available and established procedures permit dissemination. Analyze unusual or complex situations and refer to the appropriate source for resolution. Often assist in developing these responses. This may involve either substantial telephone contact, direct public interaction or correspondence. Presentation of a professional image for the Director is important in these relationships.
6. Administer the school transfer program. Receive and review, requests and maintain waiting lists by school and process approved requests.
7. Administer boundary information program; review requests and determine appropriate residential school for a particular address. Notify concerned parties of any school boundary changes or closures.
8. Maintain record keeping system of a variety of budget accounts. Record all expenditures and prepare payment requisitions.
9. Maintain record keeping system of professional leave days; receive, log and assign to appropriate account and keep director informed of status of accounts and required school coverage.
10. Maintain files and filing system including bookkeeping records, transfer records, professional leave records, suspensions, evaluations, school files and principal files.
11. Perform administrative details for special projects of the Director as assigned.
12. Perform related duties as required.

**Required Knowledge, Skills and Abilities**

1. Knowledge of district policies and procedures and the ability to apply that knowledge to respond to questions from the staff, students, parents and general public.
2. Knowledge of executive secretarial practices and procedures.
3. Ability to operate current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
4. Ability to communicate effectively orally and in writing.
5. Ability to establish and maintain effective work relationships with staff, students, parents, media and the general public.
6. Knowledge of bookkeeping practices and procedures and the ability to learn district accounting procedures.

**Minimum Qualifications for Class Entry**

1. High school diploma or equivalent.
2. Four years secretarial and clerical office experience including responsibility to top administrators of an organization that required extensive public contact and interaction.
3. Previous bookkeeping training and experience.

**Work Environment**

Incumbents work in a standard office setting.