

Secretary II (Director)

Classified Position - 7771

<u>Salary</u> Category 3A	<u>Days</u> TBD	<u>Reports to:</u> Assigned Assistant Superintendent or Director
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SCOPE OF RESPONSIBILITIES

Perform advanced-level secretarial duties for a Director-level administrator of a major District function requiring independent judgment and analysis; plan, organize and coordinate office activities and communications to relieve the administrator of routine administrative and clerical details

DISTINGUISHING CHARACTERISTICS

Secretary II incumbents report to a Director-level administrator with responsibilities for overall program administration of a large, complex District function and perform administrative assistance duties. Secretary I incumbents report to a District coordinator, specialist or other administrator having responsibility for a program of smaller size, complexity and impact and perform responsible administrative assistance duties

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

- Serve as secretary to a District-level Director or administrator of a large, complex program or function; plan, organize and coordinate activities to relieve the administrator of routine clerical details
- Interview and screen callers and visitors, including students, teachers, administrators, parents, vendors and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning District policies, procedures and established regulations
- Communicate with parents and District personnel on confidential or sensitive issues; screen incoming calls to gather and exchange information
- Assure timely communications between office and District employees; make phone calls to receive and transmit information; type memos, bulletins, letters and notices; prepare Board agenda items and related materials as assigned; compose correspondence or prepare from rough draft
- Coordinate enrollment of elementary and secondary school students; during summer months process and register students for fall classes; coordinate the inter-district transfer of students into and out of the District; coordinate registration of foreign students into District schools and assure proper immigration documents are completed
- Type a variety of items including inter-office communications, requisitions, forms, letters, special projects, legal documents and other materials; establish, modify and maintain project and confidential filing systems
- Train and provide work direction to other clerical personnel as assigned
- Research and compile information and compute statistical data for federal, State and District reports and special projects as assigned
- Schedule meetings, conferences and appointments for the Director; maintain Director's calendar; arrange for conference rooms and refreshments; arrange and schedule travel accommodations as necessary
- Assist in the maintenance of department budgets; enter data into computer to charge appropriate accounts; review invoices, requisitions and purchase orders for accuracy, completeness and compliance with department and District policies; inspect and verify accuracy of District financial reports with office records; research and resolve discrepancies as needed
- Review or prepare a variety of materials and documents, including financial documents, invoices, inventory records and statistics; order supplies and materials and prepare purchase orders; assure adequate forms and supplies to support office operations
- Attend a variety of meetings; prepare and send out notices of meetings; collect and compile information for meetings, projects and workshops; prepare and distribute minutes

- Take and transcribe dictation of letters, reports, bulletins, meetings and memoranda as required; transcribe materials from dictation equipment as required; provide secretarial and clerical assistance to other staff as necessary
- Maintain a variety of complex personnel records, time sheets, lists, files and records, including confidential materials
- Compile data for budget; post and maintain budget and financial records of a variety of programs; monitor account balances and record expenditures
- Receive, open and screen incoming mail and independently compose replies according to established procedures
- Operate a variety of office equipment such as typewriter, computer terminal, FAX machine, copier and calculator
- Coordinate communications between supervisor and other District staff and the public
- Maintains regular and predictable attendance
- Adheres to the professional code of ethics
- Successfully utilizes technology as appropriate in job function
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Modern office practices, procedures and equipment
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- District organization, operations, policies and objectives
- Organization, rules, regulations and programs related to an assigned office or function
- Operation of a computer terminal and data entry techniques.
- Software applications used by the District, including word processing and spreadsheets
- Financial and statistical record-keeping techniques
- Basic budget monitoring and control
- Telephone techniques and etiquette
- Financial and statistical record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Perform advanced-level secretarial duties requiring independent judgment and analysis
- Plan, organize and coordinate office activities and communications to relieve the Director of routine administrative and clerical details
- Work independently with little direction
- Type at an acceptable rate of speed
- Analyze situations accurately and adopt an effective course of action.
- Compose independently or from oral instructions letters, memos, bulletins or other material
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Meet schedules and time lines
- Add, subtract, multiply and divide quickly and accurately
- Establish and maintain cooperative and effective working relationships with others

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.B.D. Certificate or demonstrated progress toward obtaining a G.B.D. as required by Kentucky law
2. Four years of responsible secretarial experience involving the use of word processing and recordkeeping software