

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Secretary

Reports to: Principal and/or Program Director and/or Superintendent

Job Class Code: 7772, 7771, 7773, 7774, 7775

Work Schedule: per salary table

Pay Scale: per salary schedule

Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Serve as secretary to a Principal, Director, coordinator or other administrator of a District-wide 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.
- Research and compile information and compute statistical data for federal, State and District reports and special projects as assigned.
- Train and provide work direction to other clerical personnel as assigned.
- 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.
- 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 as assigned.
- Coordinate communications between supervisor and other District staff and the public.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Any combination equivalent to a high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

Certification/Licensure: N/A

Experience: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

