

PCSB: 7250
 Pay Grade: D14

FLSA: Non-Exempt

SECRETARY TO DEPUTY SUPERINTENDENT
<p><u>REPORTS TO:</u> Deputy Superintendent</p>
<p><u>SUPERVISES:</u> Not applicable</p>
<p><u>QUALIFICATIONS:</u> Graduation from a standard high school or possession of a GED, plus six (6) years' experience in executive secretarial work.</p> <p><u>PREFERRED:</u> Proficiency in the use of computers and Microsoft Office. Demonstrated knowledge and use of district ERP. Ability to perform a multitude of complex clerical tasks and complete duties without close supervision. Ability to work alone or as part of a team. Strong oral and written communication skills. Strong organizational skills. Good mathematical skills.</p>
MAJOR FUNCTION
<p>Performs complex, varied, and highly responsible secretarial, clerical, and administrative duties requiring an extensive working knowledge of the organization and programs under the Deputy Superintendent's jurisdiction. Functions are varied in subject matter and level of difficulty and may range from performance of routine clerical assignments to relieving the Deputy Superintendent of administrative details. Work is performed under general supervision by the Deputy Superintendent.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Receives and routes telephone calls; answers questions which may involve interpretation of policies and procedures. • Handles incoming correspondence, both personal and confidential written and electronic. • Initiates and composes correspondence of a routine and/or complex nature and handles non-routine matters, as required. • Maintains files and records of office correspondence, documents, reports, and other material. • Serves as personal administrative assistant to the Deputy Superintendent. • Coordinates meetings, conferences, speaking engagements, and appointments for the Deputy Superintendent. • Develops materials for use in public speaking engagements. • Attends conferences as assigned to gain knowledge of issues, projects, and plans of the Deputy Superintendent and to follow through on all requests recommended and approved by the Deputy Superintendent. • Plans for conferences including space, time, and place; informs participants of topics to be discussed and provides background information for these conferences when necessary. • Serves as office receptionist; greets, announces, and routes visitors. • Utilizes district ERP to prepare payrolls, requisitions, personnel transactions and monitor budget. • Serves as acting Administrative Assistant to the Superintendent in the absence of the Administrative Assistant to the Superintendent. • Applies knowledge of school system policies, procedures, and regulations in making decisions, solving work problems, and proofreading information. • Reports regularly to the Deputy Superintendent any developments or issues within the school system which may require the Deputy Superintendent's awareness or action. • Utilizes advanced technology devices and applications in maintaining the Office of the Deputy Superintendent.

SECRETARY TO DEPUTY SUPERINTENDENT

ESSENTIAL RESPONSIBILITIES (CON'T)
<ul style="list-style-type: none">• Compiles data from a wide variety of sources for the purpose of preparing reports, making recommendations, and/or preparing information.• Prepares, maintains, and reviews records and reports for accuracy and completeness.• Demonstrates initiative in the performance of assigned responsibilities.• Models and maintain high ethical standards.• Follows attendance, punctuality, and dress expectations.• Maintains confidentiality regarding school district matters.• Performs other related duties as assigned.
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
<p>ISSUED: 7/79; FORMAT REVISED: 3/88; REVISED: (TITLE) 9/90; BOARD APPROVED: 9/12/90 ; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; TITLE REVISED: 3/95; PBL; BOARD APPROVED: 4/25/95; REVISED: (D&R & MQ'S) 8/95 PBL; BOARD APPROVED: 9/27/95; REVISED WC: 6/04 LM; REVISED D&R, PREFERRED, & ADA 10/11 LM; REVISED FORMAT, QUALIFICATIONS, ER, MF, ADA 4/13 LM; BOARD APPROVED: 4/23/13; REVISED MQ, MF, ER: 09/23 DC; BOARD APPROVED: 10/24/23</p>

SECRETARY TO DEPUTY SUPERINTENDENT

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Secretary to Deputy Superintendent – NR