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|  | **JOB TITLE** | SUBSTITUTE SECRETARY |
| **REPORTS TO** | PRINCIPAL OR BUILDING SUPERVISOR |
| **SALARY SCHEDULE/GRADE** | BUSINESS SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | AS NEEDED |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 8772 |
| **POSITION CLASSIFICATION** | SUBSTITUTE |
| **DATE APPROVED** |  |

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

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| **POSITION SUMMARY** |
| Perform secretarial duties for a District director, Principal or coordinator of a District-wide program or function in the absence of a full-time employee.  |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

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| **PERFORMANCE RESPONSIBILITIES** |
| Interview and screen callers and visitors, including students, teachers, administrators, parents, vendors and the public and provide information or direct to appropriate personnel. |
| Communicate with parents and District personnel on confidential or sensitive issues; screen incoming calls to gather and exchange information. |
| Perform a variety of clerical work as assigned including posting and maintaining records, typing and duplicating materials, receiving, sorting and distributing mail, preparing bulk and certified mail and maintaining postage records; assist other offices with a variety of clerical duties as directed. |
| Assure timely communications between office and District employees; make phone calls to receive and transmit information; type memos, bulletins, letters and notices. |
| 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. |
| Prepare and send out notices of meetings; collect and compile information for meetings, projects and workshops. |
| Receive, open and screen incoming mail. |
| Operate a variety of office equipment such as typewriter, computer terminal, FAX machine, copier and calculator as assigned. |
| Maintain appropriate professional appearance. |
| Perform other duties assigned by the supervisor or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Office practices, procedures and equipment.  |
| Telephone techniques and etiquette.  |
| Correct English usage, grammar, spelling, punctuation and vocabulary.  |
| Interpersonal skills using tact, patience and courtesy.  |
| Ability to read, interpret, apply and explain rules, regulations, policies and procedures.  |
| Ability to type at an acceptable rate of speed.  |

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| **PHYSICAL DEMANDS** |
| Inside work with no exposure to weather conditions.  |
| Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time.  |