**Substitute Secretary Level A**

*Classified Position - 8771*

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| Salary  8.50/hour | Days  TBD | Reports to:  Administrator/Principal |

SCOPE OF RESPONSIBILITIES

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

DISTINGUISHING CHARACTERISTICS

Substitute secretary (Level A) incumbents report to a district level administrator/principal with responsibilities for overall program administration of a large, complex District function and perform administrative assistance duties.

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

* Serve as secretary to a district-level director or principal 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. Two years of responsible secretarial experience involving the use of word processing and recordkeeping software such as Infinite Campus or EPES.