

Substitute Secretary Level B

Classified Position - 8765

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| <u>Salary</u> \$10.00/hour | <u>Days</u> TBA | <u>Reports to:</u> District Administrator/Principal |
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SCOPE OF RESPONSIBILITIES

Perform advanced-level secretarial duties requiring independent judgment and analysis for administrators; plan, organize and coordinate office activities and communications to relieve the Administrator of routine administrative and clerical details.

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

- Perform a wide variety of specialized and responsible duties independently in support of functions delegated to administrators; interpret and apply rules and regulations as appropriate; perform duties to assist with administrative detail as appropriate
- Coordinate communication between the district administrators/principals, personnel, students, educational institutions, vendors, other outside organizations and the public; obtain and provide information, coordinate activities and resolve problems
- Research, review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required
- Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records
- Schedule meetings, conferences and appointments for the district administrator/principal; maintain the supervisor's calendar; arrange travel accommodations as necessary
- Compile information and data for a variety of reports; organize, type and print reports and other written materials related to assigned office functions.
- Respond to requests for information from students, staff and the general public regarding District programs, policies, procedures and regulations
- Type a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents
- Take and transcribe dictation of minutes, letters and memoranda, including materials of a confidential nature as required by the position; prepare correspondence and memoranda independently or from oral instructions
- Operate a computer terminal and microcomputer to maintain records and generate reports, lists and other materials; utilize word processing and other software as required
- Receive, process and route mail; order, issue and maintain department supplies, forms and equipment
- Train and provide work direction to departmental clerical support staff as assigned; monitor office workflow and assure compliance with established time lines, procedures and standards of quality
- 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
- Record keeping and report writing techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- District organization, operations, policies and objectives
- Oral and written communication skills
- Applicable sections of Kentucky Administrative Regulations and other applicable laws
- Interpersonal skills using tact, patience and courtesy

- Telephone techniques and etiquette
- Operation of a computer terminal and a variety of other office equipment including typewriter, calculator, copiers and dictation equipment

ABILITIES:

- Perform secretarial and administrative assistance duties
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Type at an acceptable rate of speed
- Take and transcribe dictation at an acceptable rate of speed
- Work independently with little direction
- Establish and maintain effective working relationships with others
- Meet schedules and time lines
- Prepare reports by gathering and organizing data from a variety of sources
- Work confidentially with discretion
- Analyze situations accurately and adopt an effective course of action
- Communicate effectively both orally and in writing
- Work efficiently with many interruptions
- Operate a variety of office equipment including computer terminals, calculator, typewriter, copiers and dictation equipment
- Make arrangements for meetings and conferences
- Maintain a variety of files, records and logs
- Plan and organize work
- Provide work direction to others as assigned

MINIMUM QUALIFICATIONS

1. 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
2. Two years of increasingly responsible secretarial and clerical experience involving the use of word processing and recordkeeping software such as Infinite Campus or MUNIS.