TITLE: **Secretary to Director ~~for~~ of Technology**

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. ~~Has the ability to read and follow written directions~~
3. Has three years of increasingly responsible secretarial and clerical experience involving the use of word processing and record keeping ~~software~~
4. ~~Has the ability to type at a skill level of 50 words per minute~~
5. ~~Has specialized skills in filing, basic mathematics, telephone and computer operation~~
6. ~~Has the ability to communicate effectively both orally and in writing~~
7. ~~Has demonstrated competence in correspondence and respect for confidentiality~~
8. ~~Has prior experience or education that indicates an ability to handle pressure and deal with changing tasks and time schedule~~
9. ~~Has demonstrated ability or potential to relate to and work effectively with staff and community~~
10. Demonstrate, by means of a skills assessment, the ability to successfully utilize office software such as electronic documentation, spreedsheets and email according to a prescribed rubric.
11. Minimum two (2) years of experience in a customer service related field.

REPORTS TO: Director ~~for~~ of Technology

JOB GOAL: ~~To~~ Assist the ~~Executive~~ Director ~~for~~ of Technology~~, Research and Development Services~~ in the implementation of services to the schools and community

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written statutes, policies, procedures and directions from supervisor related to job responsibilities
2. Perform routine office duties of ~~typing, filing, telephone, mail, correspondence~~ word processing, data entry, telephone support, etc.
3. Compose written correspondence and reports as directed by supervisor
4. Assist in gathering, correlation and distribution of data
5. Assist with special projects or tasks
6. Assist ~~Netware~~ Network Systems Manager with correspondence
7. ~~Prepare materials for monthly STC meetings~~
8. Assist employees and schools with ~~problems and concerns regarding technology work orders~~ technology purchases (MUNIS), log in credentials and basic troubleshooting
9. Maintain and uphold the confidentiality of any and all district data
10. ~~Input work order data into spreadsheets~~
11. ~~Be able to input data and download information from the Internet~~
12. ~~Be able to create spreadsheet templates for work assigned~~
13. Perform other related duties ~~consistent with the position assigned~~ as assigned ~~may be requested~~ by ~~the~~ supervisor

TERMS OF EMPLOYMENT:

* Hourly (Grade 09)
* 7.5 – 8 hrs per day
* 37.5 – 40 hrs wk.
* 246 days
* 12 months
* Board Approved 9-11-2008, Revised 5-10-2012