

## Central Office Secretary

Reports to – Superintendent

Assumes responsibility for performing any assigned secretarial and clerical duties as needed for the efficient operation of the central office.

### **PERFORMANCE RESPONSIBILITIES**

1. Performs secretarial duties for Superintendent and other administrative staff
2. Receives messages and communicates via the telephone with parents, general public, and school system personnel
3. Serves as a receptionist
4. Assumes responsibility for establishing and maintaining appropriate records and files; prepares and submits reports to the system wide service offices, and other offices and agencies as necessary
5. Implements approved office policies and procedures under the direction of the Superintendent
6. Prepares correspondence, reports, forms and materials for duplication and distribution.
7. Maintains and operates office machines and equipment necessary for the efficient operation of the office
8. Performs other duties as assigned by the Superintendent or designee

### **PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

### **MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.
2. Three(3) years successful clerical experience

Approved by: \_\_\_\_\_

Board Chairperson

Date: September 2, 2022

Reviewed and agreed by: \_\_\_\_\_

Employee

Date: \_\_\_\_\_