

**POWELL COUNTY SCHOOLS  
JOB DESCRIPTION**

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**POSITION TITLE:** Administrative Secretary II

**REPORTS TO:** District Level Administrator

**SUPERVISES:** N/A

**BASIC FUNCTION:**

Administrative Secretary II shall perform a wide variety of specialized and responsible secretarial and administrative support duties for a District administrator; organize and coordinate office activities and communications to assist with assigned functional areas of responsibility.

**REPRESENTATIVE DUTIES:**

The terms of employment are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance.
- Perform a wide variety of specialized and responsible duties independently in support of functions delegated to a District administrator; interpret and apply rules and regulations as appropriate; perform duties to assist with administrative detail as appropriate.
- Coordinate communication between District administrators, staff, 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.
- Compile information and data for a variety of reports; organize, type and print reports and other written materials related to assigned office functions.
- Issue purchase orders upon request from an authorized employee.
- 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.
- Create 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 and the use of other technology devices 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.
- Monitor office workflow and assure compliance with established time lines, procedures and standards of quality.
- 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.
- District programs such as, but not limited to, Infinite Campus, MUNIS, website provider, school messaging, etc. as assigned.

### **ABILITY TO:**

- Perform secretarial and administrative assistance duties.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Type 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 computers,, calculators, , copiers, etc.
- Maintain a variety of files, records and logs.
- Plan and organize work.
- Provide work direction to others as assigned.

## **PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking;
- Requires the ability to communicate effectively using speech, vision and hearing;
- Requires the use of hands for simple grasping and fine manipulations;
- Requires bending, squatting , crawling, climbing, reaching;

- Requires the ability to lift, carry, push or pull light weights.

**EVALUATION:**

- Annual development of Professional Growth Plan
- Evaluated annually by the principal in accordance with classified personnel standards.

**EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:**

- High school diploma or G.E.D. Certificate.
- Five years of responsible secretarial experience involving the use of computers.

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
<b>Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.</b>	
Employee Signature:	Date:

