

**Mercer County Schools**  
**JOB DESCRIPTION**

Job Title: Secretary to Superintendent/Receptionist

Reports to: Superintendent

Job Class Code: 7791

Work Schedule: 8 hours/220-240 days

Pay Scale: See Salary Schedule

Approval Date:

**PERFORMANCE RESPONSIBILITIES**

**BASIC FUNCTION:** Operate a telephone system at District or school-site office; perform receptionist, clerical and mail distribution duties; provide routine information to the public; perform receptionist duties, greeting and directing visitors. Perform highly responsible and complex secretarial and administrative assistance duties; exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use and interpretation of District policies and procedures.

**REPRESENTATIVE DUTIES:**

- Assist the Superintendent with administrative matters; interview callers, exercising considerable judgment and applying experience in making decisions; provide information in accordance with established procedures and policies; refer problems requiring technical answers to appropriate administrators.
- Maintain Superintendent's calendar; arrange for meetings of the Superintendent with various groups both within and outside the District.
- Screen and route the Superintendent's incoming correspondence; indicate coverage and action required; follow up to assure prompt response or action, consulting, as necessary, with legal advisors and other administrators.
- Exercise discretion in disseminating information, explaining policies and procedures and speaking as directed for the Superintendent in personal and telephone contacts and meetings.
- Operate a telephone system; provide routine information and assistance; receive incoming calls and make necessary connections to school or District office or individual; take and transmit information and messages as requested.
- Perform a variety of clerical work as assigned including posting and maintaining records, typing and duplicating materials, receiving, sorting and distributing mail, preparing bulk and certified mail and maintaining postage records; assist other offices with a variety of clerical duties as directed.
- Greet, screen and direct visitors to appropriate departments; provide routine information to the public.
- Prepare, duplicate, assemble and distribute materials.
- File and type routine lists, records, reports and correspondence.
- Operate a variety of office equipment including postage meter, calculator and copy machine.
- Distribute forms and applications; assist in completion and verify accuracy and completeness.
- Assure the front desk is covered during working hours; train and provide work direction to substitutes and student workers.
- Compose effective correspondence independently; reference policies, rules and regulations in preparing correspondence; review and edit material prepared by others.
- Conduct research of problems and situations, consulting with involved staff members, investigating policies and procedures and gathering background materials; prepare reports involving research as directed for use by the Superintendent.
- Consult with District personnel and others concerning specific issues and situations.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

- Principles, practices and procedures utilized in an administrative office.
- District organization, operations, policies and objectives.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.

- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic computer operation.
- Basic math.
- Postage regulations.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.
- Perform receptionist, clerical and mail distribution duties.
- Provide information in a clear and understandable manner.
- Work independently with constant interruptions.
- Receive the public tactfully and courteously.
- Operate office equipment including typewriter, calculator, copier and postage machine.
- Type at an acceptable rate of speed.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and files.
- Work confidentially with discretion.
- Perform highly responsible and complex secretarial and administrative assistance duties in support of the Superintendent.
- Exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use and interpretation of District policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Understand and work within scope of authority.

#### **MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and five years of responsible and varied secretarial experience including two years of experience performing secretarial work for an administrative official.

#### **IMPORTANT NOTES**

*Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*