

BASIC FUNCTION:

Perform a wide variety of specialized and responsible secretarial and administrative support duties for Superintendent or designee, Director or other high-level administrator; organize and coordinate office activities and communications to assist the administrator with assigned functional areas of responsibility. Oversee and process accounts payable and receivable under direction of superintendent/designee.

DISTINGUISHING CHARACTERISTICS:

Administrative Secretary II incumbents perform specialized and responsible secretarial and administrative support duties for Superintendent/designee. Serve as Board Treasurer unless that duty is ever reassigned.

REPRESENTATIVE DUTIES:

- Perform all duties assigned by the superintendent in the utmost positive and professional manner.
- Assist the superintendent in preparing the Board agenda.
- Assist the superintendent with legal matters as needed.
- Perform a wide variety of specialized and responsible duties independently in support of functions delegated to an assigned Assistant Superintendent/Director or other high-level administrator; interpret and apply rules and regulations as appropriate; perform duties to assist the administrator with administrative detail as appropriate.
- Coordinate communication between the administrator and District 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 assigned administrator; maintain administrator's calendar if desired by superintendent; arrange travel accommodations as necessary. Attend any meetings as directed by superintendent.
- Compile information and data for a variety of reports; organize type and print reports and other written materials related to assigned office functions.
- Coordinate and compile Board Agenda materials.
- 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. Deliver information via board vehicle as directed.
- 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.
- Perform all other duties as assigned.

Administrative Secretary II - Continued

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.

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.
- 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.
- Be a positive communicator that models flexibility and professionalism at all times.

EDUCATION AND EXPERIENCE:

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 and four years of responsible secretarial experience involving the use of word processing and record-keeping software. Associates Degree in related field preferred.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification require the ability to take and transcribe dictation.

My signature below indicates that I have been given a copy of my job description.

_____ Date

approved 5/12/15