

# WALTON COUNTY SCHOOL DISTRICT

## POSITION DESCRIPTION

### SUPERINTENDENT'S SECRETARY

#### QUALIFICATIONS:

1. High school diploma or equivalent.
2. Minimum of five (5) years' experience as administrative Secretary or two (2) years of Business School education with courses in secretarial training.
3. Working knowledge of office practices and procedures of Business, English, and Math.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent

**SUPERVISES:** Non-Instructional personnel designated by the Superintendent.

#### POSITION GOALS

Performs complex, varied, and highly responsible secretarial, clerical, and administrative duties in the Office of the Superintendent requiring an extensive working knowledge of the organization and programs of the entire school system.

#### PERFORMANCE RESPONSIBILITIES:

1. Practices a high level of professional skill including the ability to deal regularly with confidential and sensitive materials submitted to the Board and Superintendent.
2. Maintains confidential files and records of office correspondence, documents, reports, and other materials for the Superintendent in accordance with the School District File Organizer.
3. Files documents and proposals relating to collective bargaining and salary scheduling.
4. Processes recommendations for personnel actions of a disciplinary nature.
5. Prepares correspondence and memos for Superintendent. Drafts replies to routine mail. Maintains correspondence and files on all phases and departments of the School District operation.
6. Make appointments, registrations and reservations for Superintendent's conferences and meetings.
7. Receives, screens, and directs Superintendent's phone calls to appropriate administration. Records messages for his attention. Keeps schedules and informs him of meetings and obligations.

8. Receives and maintains files on employment applications.
9. Maintains files of facilities planning including bids, important documents (specifications, drawings, contracts, change orders, certificates of insurance, bonds, certificates of inspection, etc.) and all correspondence.
10. Maintains a file of all publications which are updated regularly such as State Board Regulations, Monday Reports, Events, Interpretative memos, newspaper articles, etc.
11. Maintains files on student behavior, expulsions/suspensions at each school by year and a copy of the Student Code of Conduct.
12. Attends School Board meetings and workshops, takes and prepares Board minutes. Collects data and types agenda for Board meeting under the Superintendent's supervision. Prepares and assembles materials in order of agenda for distribution to Board Members. Takes agenda to newspaper for printing by deadline.
13. Collects data and types agenda for staff meetings under the Superintendent's supervision. Prepares and assembles materials in order of agenda for distribution to staff and/or principals.
14. Acts as backup for Receptionist (receives incoming calls, receives visitors, opens and distributes mail, telemail, posts and sorts outgoing mail).
15. Collects "Intent to Destroy" forms from schools and county offices.
16. Continues to improve knowledge and competence in relationship to position.
17. Performs other duties assigned by the Superintendent.

**TERMS OF EMPLOYMENT:** Twelve months. Salary to be based on the Board adopted non-instructional salary schedule.

**EVALUATION:** Performance of this position will be evaluated annually by the Superintendent in accordance with the Board policy for evaluation of non-instructional personnel.