

## Job Description

**Title:** Executive Secretary to Associate Superintendent of General Administration - 12 Month

**Reports to:** Associate Superintendent of General Administration

**General Summary:** Assists in the smooth and efficient operation of the Business office by performing a wide variety of clerical, record keeping, and bookkeeping duties with minimal supervision.

### Essential Functions:

1. Typing (including transcription), filing, and other clerical responsibilities for the Associate Superintendent and, when needed, for others in the business office. (15%)
2. Answering phones and serving as the receptionist for the business office and, when needed, the building. (15%)
3. Assisting with the processing of property, casualty, and liability insurance-related matters. (5%)
4. Assisting with duties related to payroll (e.g., processing time cards, entering supplemental pay information, etc.) (10%)
5. Assisting with accounts payable (e.g., processing mileage reimbursements, reconciling statements from assigned vendors, etc.) (10%)
6. Assisting with the Data Team software used for activity fund accounting in the buildings. (10%)
7. Assisting with matters related to use of facilities by community organizations. (20%)
8. Performing other duties as assigned by the Associate Superintendent for General Administration. (15%)

### Qualifications:

1. Education Level: High School Diploma or equivalent
2. Certification or Licensure:
3. Experience desired: Experience with general accounting procedures.
4. Other requirements:
  - Good people skills and team player
  - Good communication skills (speaking, writing, and listening)
  - Good typing skills
  - Knowledge of the following software programs (will train)
    - Microsoft Word
    - Microsoft Excel
    - Data Team
    - Pentamation
5. Other Comments: Occasionally, extended work hours and weekend hours will be required to meet business office deadlines.  
Hours: 7:30-4:30 or 8:00-5:00 (choice) with one hour lunch

**Special Requirements:**

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing .....		X	
2. Walking .....		X	
3. Sitting .....			X
4. Lifting 40 lb max. ....		X	
5. Carrying 50 feet .....		X	
6. Pushing / Pulling .....		X	
7. Climbing / Balancing.....		X	
8. Stooping / Kneeling / Crouching / Crawling .....		X	
9. Reaching / Handling .....		X	
10. Speaking / Hearing .....			X
11. Seeing / depth perception / color .....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal.

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

Millard Public Schools

Revised: January, 2002; Reviewed February, 2014

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