

Wentzville R-IV School District
Position Description
Locator: 3.11

Position Title: Administrative Secretary
Reports To: Designated Administrator

SUMMARY

Assists management level administrators in the performance of general District responsibilities.

QUALIFICATIONS/REQUIREMENTS

The Administrative Secretary shall have earned a high school diploma or its equivalent; possess a high level of competence in secretarial skills, a working knowledge of personal computer operations and word processing software packages, and display a high degree of independent initiative.

ESSENTIAL JOB DUTIES

- Performs necessary functions unique to the position for which employed.
- Demonstrates initiative and independent judgment in establishing professional office routines.
- Demonstrates proficiency in utilizing word processing, spreadsheets, database management.
- Assumes responsibility for a wide variety of management tasks associated with office operations.
- Acts as a receptionist in answering telephone and greeting visitors.
- Arranges appointments and screens visitors to the office.
- Types and proofreads correspondence, forms, and notices.
- Organizes and maintains appropriate filing systems.
- Assists in the preparation of educational reports and research documents.
- Operates office equipment.
- Maintains confidential nature of all school related matters.
- Completes periodic training, as necessary.

OTHER DUTIES AND RESPONSIBILITIES

Completes secretarial tasks assigned by the designated administrator. Performs other duties as assigned by the designated administrator.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

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TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance in this job will be evaluated in accordance with provisions of District Policy on evaluation of support services personnel.