

Wentzville R-IV School District
Position Description
Locator: 3.33

Position Title: Administrative Secretary-Chautauqua (Before and After Care)
Reports To: Chautauqua Coordinator/Assistant Superintendent for Administrative Services

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

- Demonstrates initiative and independent judgment in establishing professional office routines.
- 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.
- Ability to prepare and maintain data in the district's financial software, and on Excel spreadsheets.
- Ability to apply concepts such as fractions, percentages, ratio, and proportions to practical situations consistent with the duties of this position.
- Ability to work with frequent interruptions, prioritize multiple tasks, work under stress, meet deadlines, and take direction.
- Ability to learn and utilize new software programs as systems are upgraded.
- Prioritizes multiple tasks, works effectively under stress, meets short deadlines, takes direction, and works independently with minimum supervision.
- Verifies daily deposits and posts deposits to district financial software system.
- Responds to inquiries and communicates with district parents, administrators, staff and lead facilitators for the purpose of providing information.
- Maintains confidential nature of all school related matters.

OTHER DUTIES AND RESPONSIBILITIES

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

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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.

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.