

JOB TITLE: **ADMINISTRATIVE ASSISTANT - CENTRAL OFFICE**

(SECRETARY TO SUPERINTENDENT)

RESPONSIBLE TO: **Superintendent**

FLSA Status: **_____ Non-Exempt**

JOB GOAL: **Assists the Superintendent in following prescribed procedures and methods; performs secretarial duties**

QUALIFICATIONS:

1. Associate or two-year degree in Accounting/Business or prior experience in Accounting/Business/Bookkeeping/Information Technology; four-year degree preferred
2. Appropriate computer and communication skills
3. Knowledge of general office procedures related to organization, filing, preparation of documents, etc.

JOB DUTIES AND RESPONSIBILITIES:

1. Prepares correspondence, letters, memoranda reports, statements, and other material from data, copies or rough drafts
2. Handles telephone calls and provides information in response to public or office inquiries
3. Organizes and maintains accounts, files, records, and statistical data
4. Maintains supplies and materials
5. Assembles files and other materials to facilitate review and reply
6. Serves as liaison between the Superintendent and various staff personnel and members of the community
7. Maintains appointment calendar and makes travel arrangements
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: 12-months (240 days) 8-hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines