

**ALEXANDER CITY SCHOOLS****JOB DESCRIPTION**

**JOB TITLE: District Secretary**

**REPORTS TO: Designated Director or Supervisor**

**SUPERVISES: N/A**

**QUALIFICATIONS:**

1. High school diploma or equivalent
2. Prefer minimum of two (2) years of diversified office experience

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Excellent organizational skills
2. Excellent research, writing, and editing skills
3. Excellent verbal and written communication skills
4. Excellent computer skills
5. Excellent interpersonal skills

**JOB GOAL:**

To assist in insuring maximum effectiveness in the operation of the offices of the Board of Education.

**PERFORMANCE RESPONSIBILITIES:**

1. Perform a variety of secretarial duties to support supervisory and administrative personnel in handling daily activities.
2. Perform bookkeeping duties as assigned (purchase orders, payroll, bank deposits, bank reconciliations, etc.)
3. Compose routine correspondence and type correspondence.
4. Maintain data, statistics, and other information and prepare reports as required.
5. Arrange conferences and/or appointments for administrators.
6. Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
7. Maintain confidentiality regarding school/workplace matters.
8. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
9. Maintain proper and professional relationship with other employees.
10. Perform duties in a manner that promotes good public relations
11. Follow board policies and state and federal guidelines.
12. Perform other tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Occasional lifting of up to 20 lbs.

**TERMS OF EMPLOYMENT:**

12 months/240 days

**EVALUATION:**

Performance of this job will be evaluated a minimum of once each year.

*It is the policy of the Alexander City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.*

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

Approved by Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Salary Schedule: Changed from Central Office Secretary to District Secretary in wording only. No change in salary amount.