

Killeen Independent School District Job Description

Job Title: Executive Secretary
Department: Central Administration
Reports To: Superintendent, Deputy Superintendent, Assistant Superintendent or Designee
FLSA Status: Nonexempt

SUMMARY

To assist the Superintendent, Deputy Superintendent, Assistant Superintendent or Designee so that he/she may devote maximum attention to the operation of his/her respective department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Places and receives telephone calls, records messages, keeps Superintendent, Deputy Superintendent, Assistant Superintendent or Designee informed.

Processes all incoming and outgoing mail.

Assesses need, orders and maintains supplies, materials, and equipment needed.

Performs any bookkeeping tasks associated with the specific position.

Maintains regular filing systems and searches files for specific information.

Prepares correspondence and reports as instructed.

Maintains a schedule of appointments, makes arrangements for conferences and schedules interviews.

Greets visitors and ascertains nature of business.

Utilizes office technology and automation to complete tasks and operates office machines such as electronic typewriter, word processor, calculator, etc.

Makes necessary arrangements for meetings including date, location, and time; contacting those who need to attend; and sees that all materials are prepared on matters to be discussed.

Accepts responsibilities for making office reports and supervising the office operations.

Makes routine decisions in accordance with established policies and procedures.

Makes travel arrangements for respective Superintendent, Deputy Superintendent, Assistant Superintendent or Designee.

Maintains financial records, prepares necessary purchase orders, professional leave forms, and travel reimbursements.

Interacts and answers questions professionally and appropriately with the public and district staff in person and on the telephone.

Performs other such tasks that may be assigned by the Superintendent, Deputy Superintendent, Assistant Superintendent or Designee.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE Must possess a high school diploma or hold a general education degree (GED) certificate. Must have three years experience as a public school secretary, or five years of general clerical/secretarial experience, or 30 semester hours of college credit with some business orientation or equivalent business school training.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from employees or visitors to the school district.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

OTHER QUALIFICATIONS Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data entry test and have a minimum of 7,000 kph with 7 errors or less.

Prepared By: Joyce Walker, Auxiliary Staffing Specialist
Prepared Date: January 25, 1999
Revised By: Frank Crayton, Director for Auxiliary Personnel
Revised Date: January 28, 2013

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.