

Job Title: SECRETARY, DIRECTOR OF TECHNOLOGY
Reports to: Director of Technology
Dept./School: Technology
Wage/Hour Status: Non-exempt
Date Revised: 2014-2015

Primary Purpose

Assist with the daily operation of technology department office and provide clerical services to the Director of Technology and other staff.

QUALIFICATIONS

Education/Certification

High school diploma or GED

Special Knowledge/Skills

Proficient typing/word processing (minimum 35 WPM) and file maintenance skills

Knowledge of correct English usage, grammar, spelling and punctuation

Basic math skills

Ability to use personal computer and software to develop spreadsheets and databases

Proficient with Microsoft Office suite

Experience

Three years secretarial experience, preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES

Records, Reports, and Correspondence

1. Prepare correspondence, memorandums, forms, requisitions, and reports for the technology department office using personal computer or typewriter.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Maintain physical and computerized departmental files.

Phones

4. Answer incoming calls, take reliable messages, and route to appropriate staff; handle questions and requests that fall within level of responsibility.

Accounting

5. Prepare, process, and track all purchase orders and payment authorizations.
6. Perform routine bookkeeping tasks, including simple arithmetic operations, to maintain department budget records.
7. Monitor and process personnel time records including leave requests and reports; compile and submit to central office.

Other

- 8. Input all information on purchases of supplies and equipment in the computer.
- 9. Order office supplies for the department.
- 10. Maintain a schedule of appointments for the Director of Technology.
- 11. Receive, sort, and distribute mail and other documents to department staff.
- 12. Perform other duties as assigned by supervisor.
- 13. Maintain confidentiality of information.

Supervisory Responsibilities

None.

EQUIPMENT USED

Typewriter, computer, printer, copier, and calculator.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Repetitive hand motions; prolonged use of computer. Occasional prolonged and irregular hours.

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

Reviewed by: _____

Date: _____

Approved by: _____

Date: _____