

**TITLE: SECRETARY TO OFFICE OF BUSINESS OPERATIONS**

**QUALIFICATIONS:**

- a. High School diploma or higher with computer secretarial and bookkeeping skills and experience.
- b. Shall be able to use computer programs such as word processing program, a spread sheet program, a data base program and graphics program.
- c. Shall possess a broad understanding of office procedures and operation of common equipment and machines .
- d. Shall understand basic math, English grammar and usage, oral and written communication.
- e. Proficient typing skills required.
- f. Shall have bookkeeping skills.
- g. Shall be able to keep track of multiple projects simultaneously, evaluate information and make appropriate decisions.
- h. Shall be able to work under tight deadlines and maintain accuracy of work.
- i. Shall be capable of processing confidential information and maintaining the confidentiality of data processed.
- j. Shall be able to relate to people in a positive manner.
- k. Knowledge of microfiche processing preferred.
- l. Health examination for new employee part-time or full time:
  1. Chapter 122 Article 24-5 of the Illinois School Code mandates that School boards shall require of new employees evidence of physical fitness to perform duties assigned and freedom from communicable disease, including tuberculosis. Such evidence shall consist of a physical examination and a tuberculin skin test and, if appropriate, an x-ray. The cost of such examination shall rest with the employee.
  2. Prior to employment, all non-certified personnel must have a physical examination.

**REPORTS TO:** Assistant Superintendent for Business Operations and Human Resources.

**JOB GOAL:** To contribute to the efficient and effective operation of the Administrative Office.

## PERFORMANCE RESPONSIBILITIES:

- a. Performs all secretarial work such as filing, answering phones, Opening, sorting and distributing mail and maintaining computer data base.
- b. Utilizes and operates various computer proficiently.
- c. Enters a variety of data on the computer such as; reports, billing, letters, etc.
- d. Performs bookkeeping tasks.
- e. Composes, writes and produces letters, purchase orders, reports, documents and memorandums which illustrate good skills in usage, punctuation and clarity.
- f. Communicates with others in a professional manner at all times.
- g. Makes arrangements for routine and special meetings, appointments, conventions, travel, etc.
- h. Schedules and maintains a calendar of appointments, meetings, workshops, conferences, etc.
- i. Processes all state forms as required by the Business Office.
- j. Assists in the operations of the Energy Management system. Handles all bids for the Business and Maintenance Office.
- k. Maintains records on fire drills, bus drills, tornado drills and student accident reports.
- l. Performs all other duties assigned.
- m. Maintains confidential records and files; prepare appointment and budget forms, order supplies and equipment, and assist with events as required.
- n. Order copier supplies for Central Office.
- o. Assist in filling supply orders for the various schools.
- p. Keeps tracks of supplies in the storage room.
- q. Prepares the Average Daily Attendance.
- q. Assist in preparation of General State Aid.
- r. Assist in collection of year-end data for external Auditors.

**TERMS OF EMPLOYMENT:**

Works 12 months. Salary shall be established by the Board of Education after consideration of the recommendation of Superintendent.

**EVALUATION:**

Evaluated annually by the Assistant Superintendent for Business Operations and Human Resource.

APPROVED ON MAY 19, 2014