

**LIBERTY UNION HIGH SCHOOL DISTRICT**  
**DISTRICT SECRETARY**

**DEFINITION**

Under general supervision, to perform a wide variety of specialized clerical and secretarial work according to prescribed procedures and/or instructions within broadly defined policies; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are assigned to secretarial duties in the District Office. Positions are characterized by a high degree of contact with others and administrative detail responsibility. Many of the duties are similar to those of a Lead Secretary but the breadth and scope of responsibility is greater and the complex computer knowledge for technical documents is greater.

**EXAMPLES OF DUTIES**

Performs a wide variety of clerical work related to the special operational areas to which assigned; receives visitors, takes calls and gives out information where judgment, knowledge and interpretation of procedures and regulations are necessary; composes correspondence with only general direction and review; takes varied and difficult notes and transcribes it on the computer; prepares documents as needed; posts information on records where selection is based on a good knowledge of the use and purpose of the records; prepares periodic reports which involve searching out materials from various sources and working out details of presentation; makes arrangements for and schedules meetings, events and conferences; may attend committee and other meetings and take and transcribe summary minutes; keeps statistical records; sets up, revises and supervises the maintenance of filing systems; operates varied office equipment; organizes, maintains, researches and updates a variety of files; distributes information to a variety of sources by memo, email, telephone and through publications; maintains department website; processes timecards, leave slips; requests substitutes when needed; functions as liaison between supervisor and other agencies and/or the media; prepares special reports and forms; types minutes, letters, budget sheets and memos; proofreads publications; codes a variety of forms; balances accounts and maintains budget records; prepares supply requisitions for programs; maintains calendar for supervisor.

**QUALIFICATIONS**

**Knowledge of:**

- Modern office methods, practices and procedures;
- Correct English usage, grammar and punctuation;
- Standard office machines;
- Computer software programs, including word processing, spreadsheets and presentation software.

**Ability to:**

- Perform responsible and difficult clerical work with accuracy and speed;
- Compile, maintain and submit accurate and complete records and reports;
- Prioritize projects and deadlines;
- Make arithmetical calculations quickly and accurately;
- Type a net corrected speed of 65 wpm;
- Learn student information systems;
- Carry out oral and written directions independently;
- Maintain cooperative relationships with those contacted in the course of work;
- Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise, tact and good judgement.

**Experience:**

Three years of increasingly responsible experience in general clerical and secretarial work.

**Education:**

Equivalent to the completion of the twelfth grade, preferably including or supplemented by business courses.