

**LIBERTY UNION HIGH SCHOOL DISTRICT**  
**LEAD 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 require the efficient use of the computer and skill in taking and transcribing notes and/or taped dictation. Incumbents are required to coordinate the clerical schedule and workload of the office in which they work.

**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 them on the computer; types a variety of 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 and conferences; may attend committee and other meetings and take and transcribe summary minutes; keeps financial and 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, telephone and distribution of publications; prepares programming documentation; functions as liaison between supervisor and other agencies and/or the media; prepares special reports and forms; composes technical and interoffice memos; 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;  
Proper English usage, spelling, grammar and punctuation;  
Standard office machines.

**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;  
Maintain confidentiality;  
Make arithmetical calculations quickly and accurately;  
Type a net corrected speed of 60 wpm;  
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.