

**SECRETARY TO THE SUPERINTENDENT
AND ACCOUNTS PAYABLE - CONFIDENTIAL
Schedule 3 - C**

DEFINITION

Under direction, to serve as secretary to the Superintendent, relieving him/her of administrative and clerical detail; to perform highly complex and responsible clerical and accounting work; and to do related work as required.

ESSENTIAL FUNCTIONS

The Secretary to the Superintendent and Accounts Payable acts as confidential secretary to the Superintendent; coordinates clerical work required in the preparation of the Board of Trustees agenda; incorporates agenda material for presentation to the Board; attends to administrative details on special matters assigned by the Superintendent; works with other offices in the District, coordinating specific clerical activities and seeing that such have been accomplished; assists clerical personnel with performing reception duties and typing; receives telephone calls and visitors for the Superintendent and others; obtains, interprets, and gives out information to various parties concerning office functions, policies, and procedures; schedules appointments, arranges group meetings, and transmits confidential or controversial information; prepares minutes, and correspondence independently on a variety of matters; compiles and types various reports and statistical data; establishes and maintains confidential and complex files; receives, sorts, reads, routes, and responds to mail for Superintendent and Accounts Payable; makes travel arrangements; operates office equipment and machines; coordinates, maintains, and records inter/intra district transfer requests, acceptance and denials, and compliance with board policies.

The Secretary to the Superintendent and Accounts Payable processes bills for payment; prepares purchase orders for encumbrance; reconciles invoices with purchase orders and checks extensions and other calculations; prepares invoices for payment and forwards to County Office for auditing and processing; prepares warrant lists for Board approval; resolves problems involving vendors through correspondence or by telephone; maintains files for contracts and legal documents in a timely manner; maintains a complete set of financial records; receives and checks invoices for supplies, equipment and service; prepares warrants for the payment of bills; keeps records of financial transactions and prepares periodic financial statements; maintains financial and statistical records for transportation.

REQUIRED QUALIFICATIONS

The Secretary to the Superintendent and Accounts Payable will have knowledge of:

1. Office practices and procedures, including the preparation of business correspondence, filing, and standard office equipment
2. Correct English usage, spelling, grammar, and punctuation
3. Rules, regulations, laws, and policies governing the District

The Secretary to the Superintendent and Accounts Payable will have the ability to:

1. Interpret and apply school district policies, laws, rules, and regulation
2. Take responsibility and use good judgment in recognizing scope of authority
3. Compose correspondence independently
4. Be fluent in Word, Excel, and other necessary computer software programs
5. Navigate web based programs
6. Learn QCC Payroll system
7. Type at a speed of 60 words per minute from clear copy
8. Deal effectively with the public and situations requiring confidentiality, tact, judgment, and poise.
9. Prepare oral and written reports
10. Understand and carry out complex oral and written directions
11. Perform mathematical calculations with speed and accuracy
12. Operate standard office equipment
13. Establish and maintain effective and cooperative relationships with those contacted in the course of work

PHYSICAL REQUIREMENTS

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

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|---------------|-----------------|------------------|-----------------|
| 1. Seldom | = Less than 25% | 3. Often | = 51% - 75% |
| 2. Occasional | = 25% - 50% | 4. Very Frequent | = 76% and above |

- 4 a. Ability to at a desk, conference table or in meetings of various configurations
- 2 b. Ability to stand and circulate for extended periods of time and ascend and descend steps
- 4 c. Ability to see for the purpose of reading laws and codes, rules, policies, and other printed matter and observing students
- 4 d. Ability to hear and understand speech at normal levels
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation
- 2 f. Ability to bend and twist, kneel, and stoop
- 1 g. Ability to lift 50 lbs.
- 1 h. Ability to carry 50 lbs.
- 2 i. Ability to reach in all directions

Adopted: October 10, 2017