CMS-042.003.006.011

INTEGRATION TASK FORCE

Job Description

JOB TITLE: Executive Secretary

REPORTS TO:

GENERAL DESCRIPTION:

Under general direction, the Executive Secretary provides administrative and clerical assistance in the day-to-day operation of the office. The Executive Secretary acts as office manager with responsibility for the supervision and coordination of all clerical/secretarial functions of the office.

RESPONSIBILITIES AND TYPICAL TASKS:

1. Performs a variety of administrative duties in support of day-to-day office operations.
2. Receives incoming calls, correspondence and visitors.
3. Types materials as assigned.
4. Has responsibility for duplicating and printing of materials.
5. Composes letters and other correspondence as requested.
6. Keeps a log of requests and problems.
7. Contacts Task Force members, monitors and others as requested.
8. Has responsibility for interpreting Task Force policies and procedures and disseminating that information on request.
9. Takes and transcribes minutes of Task Force meetings and distributes minutes to Task Force members.
10. Has responsibility for arranging Task Force and other meetings as requested.
11. Has responsibility for over-all management of office.
12. Sets-up and maintains files for effective operation of office.

QUALIFICATIONS:

1. Four years of progressively responsible secretarial/clerical experience, including two years planning and organizing clerical functions.
2. Thorough knowledge of office management techniques.
3. Ability to establish and maintain effective communications with Task Force members, the public and school district officials.
4. Ability to exercise independent judgment within the policies of the Task Force.