

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Administrative Secretary

**Wage/hour status:** Nonexempt

**Reports to:** Administrator Designated

**Clerical/Technical Pay Grade:** 6 (226 Days)

**Dept./School:** Central Administration Office

**Date Revised:** 08/28/2020

---

**Primary Purpose:**

Organize and manage the routine work activities of an administrative department office and provide clerical services to the department head and other staff members.

**Qualifications:**

**Education/Certification:**

High School diploma or GED

**Special Knowledge/Skills:**

Proficient skills in keyboarding, word processing, and file maintenance skills

Effective communication and interpersonal skills

Basic math skills

Ability to use personal computer and software to develop spreadsheets, and databases and do word processing

**Experience:**

Three years secretarial experience, preferably in a public education environment

**Major Responsibilities and Duties:**

**Records, Reports, and Correspondence**

1. Prepare correspondence, forms, reports, newsletters etc., for the department head and other department staff members using personal computer.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Maintain physical and computerized departmental files.
4. Maintain phone tree for department.
5. Maintain student records as needed.

**Accounting**

6. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.
7. Maintain budget status including records of encumbered and unencumbered amounts and perform monthly reconciling of each account.
8. Assist with the preparation of purchase orders and payment authorizations.

**Other**

9. Order, receive, store, and issue supplies and equipment.
10. Assist with the coordination of meetings/trainings and registration for departmental staff.
11. Assist with the preparation of agendas and materials for meetings and trainings for department.
12. Answer incoming calls, take reliable messages, and route to appropriate staff.
13. Maintain calendar of due dates for local, state, and federal reports.
14. Schedule and maintain a schedule of appointments and make travel arrangements for department staff.
15. Greet visitors and respond to routine inquiries from staff and public; refer appropriate inquiries or problems to director.
16. Receive, sort, and distribute mail and other documents to department staff.
17. Work collaboratively with departmental staff.
18. Maintain confidentiality of information.
19. Follow district safety protocols and emergency procedures.
20. Has regular in person attendance and complies with notification procedures for absences.
21. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Personal computer, typewriter, printer, calculator, copier, and fax machine.

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer

---

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.