



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Secretary III
Payroll/Personnel Type:	12 Month
Job #:	32
Reports to:	Executive Director
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

Performs complex secretarial, clerical and administrative duties required to provide highly confidential administrative/clerical support to the Executive Director.

Essential Functions:

- An employee in this position will be required to perform a variety of clerical, secretarial and administrative tasks that demand independent action and judgment with limited supervision; gained through experience, training, and education
- This position requires heavy computer usage, both Personal Computers and District Systems
- The employee will be responsible for receiving, prioritizing and executing multiple tasks and must be able to account for the status of each task; this may include logging and status review or supervision of assigned tasks to fellow employees, to insure task completion in a timely manner
- The employee will be responsible for establishing and maintaining complex filing systems, and documenting the filing system so that the employee, as well as others, will be able to efficiently retrieve information from the established files
- The employee's work will receive limited review by an administrative superior for completeness, accuracy and adherence to established policies; therefore, it will be the responsibility of the employee to self-check all work
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Excellent oral and written communication skills
- Proficient in Microsoft Word, PowerPoint, Excel, Outlook, SIS/other district data systems and the internet
- Thorough knowledge of modern office practices, procedures and equipment
- Work effectively under pressure with changing work demands
- Ability to demonstrate positive thinking skills in critical situations
- Project a professional image
- Excellent organizational and time management skills
- Able to prioritize workload
- Ability to work independently or with a minimum of supervision
- Knowledge of Student Support Services including student transfer process and transportation policy and procedures
- Basic knowledge of student assignments/enrollment/suspension process
- Basic knowledge of Division of Family Services procedures
- Familiar with district procedure and general forms
- Ability to create a PowerPoint presentation using text, graphics, sounds and transitions that communicate and complement the information being shared
- Ability to create and manipulate text in an Excel spreadsheet



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- Proficient in work processing applications

Experience:

- Five (5) years' experience in office or other clerical work or any combination of training and experience; with advanced secretarial responsibilities
- Extensive experience in typing/word processing, oral dictation/dictation machine techniques, business practices and computer functions
- Over eight years related experience and/or training; or equivalent combination of education and experience
- Preferred: Clerical experience in school environment
- Broad knowledge of clerical role in Special Education processes

Education:

- Associate Degree or Equivalent (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____ Employee	_____ Date	_____ Date
_____ Immediate Supervisor		
_____ Human Resources	_____ Date	

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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