

**TIFFIN CITY BOARD OF EDUCATION
JOB DESCRIPTION**

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| Position: | Central Office Administrative Secretary |
| Reports to: | Executive Secretaries |
| Employment Status: | Regular/Full-time |
| FLSA Status: | Non-Exempt |
| Description: | Provide administrative assistance for the efficient and effective operation of the central office. Assist where appropriate the administrative and support staff of the central office as well as students, parents, and members of the community. |
| NOTE: | The below lists are not ranked in order of importance |

Essential Functions:

- Receive visitors and direct to the appropriate party and/or manage requests
- Answer telephone, screen and direct calls, take messages
- Sort/distribute postal and interdistrict (pony) mail
- Process outgoing mail
- Operate and maintain all office equipment including copier, and postage machine; order copier and postage machine supplies as needed
- Maintain office supply inventories and “blanket” requisition/purchase order for needed supplies
- Obtain supplies for central office administrators as needed
- Maintain personal development spreadsheet and track personal development funds
- Maintain tuition reimbursement information
- Prepare requisitions as directed for textbook orders, testing supplies, meeting registrations, meeting expenses, and mileage reimbursement
- Collect, process, and maintain professional meeting requests
- Reserve third floor conference room for meetings
- Maintain database of employee Hepatitis B immunization elections and arrange Hepatitis B immunization clinics
- Arrange radio interview participation with appropriate personnel
- Assist in the maintenance of central office files and the uniform filing system for all information and other pertinent data
- Prepare application packets for job fairs
- Work on special events such as flu shot clinics, professional development certificates, Educators Appreciation Breakfast
- Complete certified mailings for middle and high school suspension letters
- Establish date for expulsion hearings and send all required correspondence

Other Duties and Responsibilities:

- Maintain respect at all times for confidential information, e.g., personnel files and evaluations
- Interact in a positive manner with staff, students, and parents
- Promote good public relations by personal appearance, attitude, and conversation
- Attend meetings and in-services as required
- Respond to routine questions and requests in an appropriate manner
- Make contact with the public with tact and diplomacy
- Handle routine correspondence independently
- Perform other duties as assigned by central office administrators

Qualifications:

- High school diploma or general education degree (GED)
- Related experience preferred
- Documentation of a clear BCII/FBI report
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Excellent computer skills
- Ability to type at least 60 wpm
- General bookkeeping skills
- Ability to generate correspondence independently
- Ability to operate office equipment, e.g., copy machine, fax machine
- Strong proofreading skills

Equipment Operated:

- Typewriter
- Calculator
- Computer/printer
- Fax machine
- Copy machine
- Binding machine
- Telephone
- Postage machine

Additional Working Conditions:

- Exposure to blood, bodily fluids and tissue
- Operation of a vehicle under inclement weather conditions, i.e., being prepared to come to work on all scheduled workdays
- Requirement to adjust work schedule to accommodate work load
- Repetitive hand motion, e.g., computer keyboard

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Adoption date:

Re-adoption date: