

Job Description

Job Title: Administrative Secretary IV
Position Code: 4N34, DN34
Job Classification: Non-Exempt

Supervisor: Appropriate Administrator
Pay Grade: 26
Contract Length: 245 Days

Job Summary

Position is responsible for providing secretarial support to the appropriate administrator.

Essential Duties

1. Performs secretarial duties for the appropriate administrator of a critical and often confidential basis which may involve division-wide projects with major budgetary impact.
2. Performs general clerical tasks including correspondence, filing, copying, meeting and travel arrangements, scheduling, document distributions, typing, record keeping, and public relations.
3. Reconciles billing discrepancies and performs bookkeeping functions.
4. Maintains monthly timesheets and payroll documentation.
5. Answers phone calls in rotation with other office personnel.
6. Proofreads documents for accuracy and proper adherence to instruction/guidelines.
7. Receives all visitors to the office.
8. Models non-discriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of standard high school diploma or GED with completion of business school or some college coursework desirable, or any equivalent experience or training which provides the required knowledge, skills and abilities. Excellent computer skills involving use of Microsoft Office programs with emphasis on Excel and Word, and PowerPoint, in that order. Database familiarity desirable. Ability to deal well with others, good judgment, tact, courtesy and maintaining confidentiality. Ability to follow oral and written direction of a technical nature, work independently under minimal guidance.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Appropriate Administrator

This job description in no way states or implies that these are the only duties to be performed by this employee. The Administrative Secretary IV will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____

Revised 01/19 CR