

Crab Orchard CUSD #3
Job Description

Title: Unit Secretary (Confidential Employee)

Qualifications: Experience with secretarial duties

Reports to: Superintendent

Job Goal: Perform the duties of the unit secretary

Performance Responsibilities:

- ✓ Must have strong interpersonal, verbal and written communication skills, excellent organizational skills; be detail oriented, and able to manage multiple tasks simultaneously
- ✓ Must be able to work independently and in a team environment with minimal work direction
- ✓ Receive all phone calls and pass along messages to administration and staff as appropriate
- ✓ Keep all filing of district up to date and list on master sheet
- ✓ Make all purchase orders according to regulations as approved by the Superintendent
- ✓ Have working knowledge of Microsoft Office programs
- ✓ Keep and inventory of all supplies and check all incoming supplies
- ✓ Tag all equipment with unit tags
- ✓ Keep personnel records and up to date
- ✓ Order diplomas for eighth and twelfth grade students
- ✓ Handle all monies coming into the unit office
- ✓ Balance the bank statement each month
- ✓ Keep all handbooks, policy manuals, and rules and regulations up to date
- ✓ Handle all correspondence regarding grade reports and messages to be sent home
- ✓ Perform personal secretarial functions as requested by the Superintendent
- ✓ Keep all records of reports made to the State Board of Education
- ✓ Keep all Board of Education minutes typed, in order, and prepare agendas and reports to School Board Members
- ✓ Complete all necessary State Board of Education reports relating to Title monies
- ✓ Other duties as assigned by the Superintendent