

**Position:** Administrative Secretary/Financial Secretary Treasurer's Office

**Reports to:** Treasurer

**Employment Status:** Regular/Full-time

**FLSA Status:** Non-Exempt

**Description:** Provide clerical assistance for the efficient and effective operation of the school administrative offices. Assist where appropriate the instructional and support staff as well as students, parents and members of the community

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Performs receptionist duties for the Treasurer's Office
- Serves as secretary to the Treasurer
- Maintains attendance for employees
- Prepares Board of Education minutes
- Verifies employee status
- Maintains list of supplemental contracts for payment
- Types all teacher and supplemental contracts
- Enter requisitions for Treasurer's Office
- Enter building receipts
- Prepares daily deposits
- Assists with the processing of purchase orders
- Assists with the processing of payroll
- Assists with the processing of warrants
- Maintains insurance and flexible spending program records
- Explains health insurance options to new employees, handles initial application for insurance. Initiates COBRA continuation notices
- Maintains personnel records as they relate to payroll, absences and employee benefits
- Handles filing of all Treasurers' records
- Collect pay to participate fees and maintain payment records
- Process Facilities Supervisor requisitions
- Assists Facilities Supervisor with placing orders
- Assists Facilities Supervisor with work orders
- Assists Facilities Supervisor with communication
- Processes incoming/outgoing mail

**Other Duties and Responsibilities:**

- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students, parents and community members
- Attend meetings and in-services as required
- Perform other duties as assigned by the Treasurer
- Promote good public relations

**Qualifications:**

- High school diploma
- Related experience
- Such alternatives to the above qualifications as the Treasurer 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
- General bookkeeping skills
- Ability to generate correspondence independently
- Ability to operate office equipment

**Equipment Operated:**

- Calculator
- Computer/printer
- Copy/fax machine
- Binding machine
- Telephone/cellular phone
- Postage meter

**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, including calamity days
- Interaction with staff/students
- Requirement to travel to meetings
- Occasional requirement to work overtime, e.g., evenings, weekends
- Repetitive hand motion, e.g., computer keyboard

**Terms of Employment:**

1. Twelve Months
2. Hours Per Job Posting
3. Salary as per secretarial schedule for administrative office personnel
4. Fringe benefits as approved by the Board of Education
5. Vacation and holidays as per agreement with support staff for twelve month employees

**Evaluation:**

1. Performance of this job will be evaluated in accordance with provisions of the Board's policy

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.

Approved by: Norton City Board of Education  
Adoption date: February 13, 2023