

# **SECRETARY**

## **JOB DESCRIPTION MSD OF WAYNE TOWNSHIP**

**PURPOSE:** To perform routine clerical and administrative functions.

**PERFORMANCE RESPONSIBILITIES:**

1. Serves as a personal secretary and office management aide.
2. Reviews and screens incoming correspondence and communications routed to supervisor.
3. Determines the communications or correspondence to refer appropriate staff members for the gathering of data or for a response.
4. Plans and organizes follow-up activities to ensure that operational timelines are met.
5. Arranges correspondence for supervisor's personal reply in the order of a predetermined priority with appropriate background materials available for reference.
6. Independently or in accordance with general instructions, composes correspondence concerning a wide range of subjects requiring a thorough knowledge of policies, regulations, and operational procedures.
7. Reviews outgoing correspondence and other materials for consistency with policies, regulations, operational procedures, formatting, grammatical construction, and punctuation.
8. Takes notes of meetings and conferences, and prepares accurate summaries.
9. Prepares a wide variety of subject areas materials, including information and data that may be of a privileged or sensitive nature.
10. Serves as an administrative aide by receiving and responding to inquiries from either office visitors or by electronic means.
11. Prepares input data for a computerized record management, storage, and retrieval system, and utilizes the output reports in the office operational functions.
12. Maintains a variety of records and files, which may include student, personnel, budget, expenditure, payroll, and other related records and files.
13. Schedules and organizes the clerical functions of the office to which assigned.
14. Assists with budget planning and expenditure control processes as assigned.
15. Operates a variety of technology applications.
16. Performs other such tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

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