

Appendix
Secretary III Job Description

Position: Receptionist/Switchboard Operator/Secretary III

Immediate

Supervisor: Assistant Superintendent of Curriculum and Instruction
Cultural Diversity Facilitator & Staff Development Coordinator

Employment

Term: 261 days

Responsibilities:

- Serves as receptionist/switchboard operator of the county office.
- Prepares county office telephone directories: edits and updates (hard copy & digital).
- Expedites all incoming mail/packages for the county office.
- Prepares outgoing mail, distributes in-coming mail, sends inter-county mail to Jefferson County Schools facilities, operates the postage machine, and sends faxes and e-mail as necessary.
- Assists with clerical duties as requested.
- Maintains the front reception area of the Board office.
- Maintains the supply of needed forms in the reception area in order to meet requests from the public.
- Acts as office manager for the Board Office including processing service orders for equipment.
- Serves as initial contact for the general public and employees.
- Answers questions and distributes proper forms and information before referring to the appropriate department.
- Serves as secretary to the Cultural Diversity Facilitator & Staff Development Coordinator.
- Provides secretarial assistance, as needed, to the Public Relations Specialist and to the Web Page Analyst.