



## Secretary - Technology

### Qualifications:

1. High School diploma or equivalent training.
2. Minimum experience as determined by the board
3. Knowledge of automated office equipment and efficient office procedures.
4. Strong communication and interpersonal skills
5. Skills in organizing resources and establishing priorities
6. Ability to gather and analyze statistical data and generate reports.
7. Ability to follow up, good with details, ability to deal with many issues concurrently
8. Computer literacy.
9. Good word processing skills.
10. Required criminal history check and proof of U.S. citizenship or resident alien status.

Reports to: Director of Technology.

Job Goal: To carry out all secretarial and clerical duties necessary for the success of the Technology Department

### Performance Responsibilities:

1. Receive and route incoming calls to appropriate individuals.
2. Manage support request system, categorizing and assigning to appropriate individuals
3. Carry out all secretarial and clerical duties for the Technology Department
4. Provide administrative support, which may include scheduling meetings and events, maintaining various office files, initiating and drafting correspondence, and other related duties.
5. Compile and post information on standard forms, using specific formats and systems enter a variety of administrative data and review for accuracy.
6. Maintain schedules and calendars.
7. Maintain a high level of confidentiality in all work-related matters.
8. Perform other related duties as may be assigned by the Director of Technology.

**Terms of Employment:** Twelve month work year. Salary to be determined by the Board of Education.

**Evaluation:** Performance of this job will be evaluated annually in accordance with state law and provisions of the Board's policy on evaluation of non certificated staff.