



EDUCATION . . .
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 500 Support Staff Positions
TITLE: 003 Superintendent's Secretary

TITLE:	Superintendent's Secretary
QUALIFICATIONS	<ul style="list-style-type: none">* High level of competence in clerical, computer, and computational skills.* Minimum of one year of experience in accounts payable and/or accounts receivable operations.* Previous experience in school district business office is preferred.* High school diploma or higher.
REPORTS TO / EVALUATED BY:	Assistant Superintendent and Superintendent
TERM OF POSITION:	12-months <ul style="list-style-type: none">* The Superintendent's Secretary will serve a total of 52 calendar weeks (260 work days), beginning July 1 and ending June 30 in each fiscal year.* The Superintendent's Secretary will serve a total of 8 hours per work day.
SALARY:	Negotiable
VACATION:	5 days after 1st year of service; 10 days after 2nd year of service; 15 days after 5th year of service
JOB GOAL:	The goal of the Superintendent's Secretary is to provide the necessary clerical responsibilities to assist the Superintendent in the smooth, prompt, and efficient operation of the school office.
RESPONSIBILITIES:	<ul style="list-style-type: none">* Welcomes and greets visitors to the Central Office.* Answers phone, arranges appointments with the Superintendent, and screens visitors.* Assists the Superintendent in typing of correspondence, reports, memos, etc., as instructed.* Maintains a complete and systematic filing system.* Sorts and distributes incoming and outgoing mail.* Maintains accurate computer records of all daily cash flow transactions, including transfers to cover payroll checks, insurance, retirement, Friday checks, and all monthly bills approved by the Board of Education, and deposits including state school monies, sales tax, activity account deposits, and health insurance checks.* Assists the Bookkeeper and Payroll Director during each payroll period in paying the payroll taxes due through the EFTS phone system.* Maintain a complete and systematic set of records for all invoices of the district.* Responsible for processing all district requisitions, and assisting the Bookkeeper in processing the purchase orders.* Responsible for processing all district invoices and matching them with the approved purchase orders.* All check, invoices, and purchase orders associated with an approved grant will be copied and filed in the appropriate grant file.



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- * Orders and maintains daily supplies as needed for the Central Office building.
 - * Coordinates, compiles, and handles all aspects of the annual Co-Op supply orders for each building including Central Office.
 - * Assists the Superintendent in organizing and compiling information for the monthly Board of Education meetings.
 - * Issue student work permits.
 - * Obtain and maintain notary public certification.
 - * Prepare and submit all reports as requested by the district's auditors.
 - * Maintains confidentiality of all school-related matters.
 - * Perform all other duties as dictated by law and/or assigned by the Superintendent or Assistant Superintendent.

Hancock Place School District
Date Approved: December 14, 2005