



## Administrative Secretary

### Employer

Winfield Unified School District 465  
1407 Wheat Rd  
Winfield, KS 67156  
620-221-5100

**Position:** Administrative Secretary

**Location:** District Office

**Position Term:** Full-Time

### **Job Description:**

Work under minimum supervision to provide advanced clerical services to the Superintendent and Assistant Superintendent. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the general public.

### **Required Qualifications:**

Must have a high school diploma or its equivalent; appropriate previous work experience; be a licensed driver; skills including typing, shorthand/dictation, transcription, word processing skills, computer, manual organization and filing.

### **Skills/ Special Knowledge:**

- Knowledge of school district organization, operations, and administrative policies
- Ability to read and comprehend instructions, correspondence, and memos
- Ability to make independent decisions regarding planning, organizing, and scheduling
- Excellent public relations, organization, communication, and interpersonal skills
- Ability to use software to develop spreadsheets, perform data analysis, and do word processing
- Ability to multi-task numerous complex administrative activities

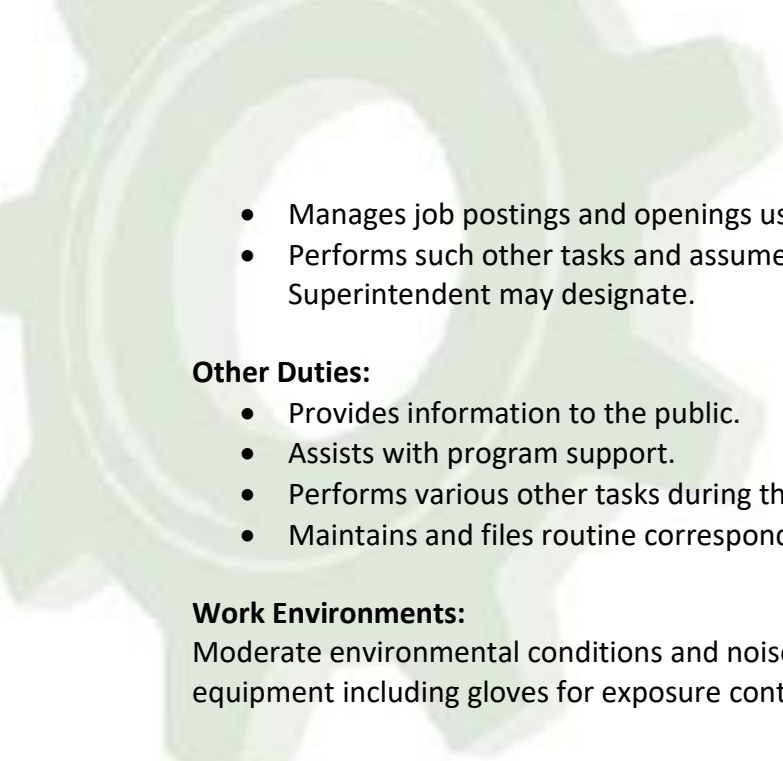
### **Performance Standards:**

- Must support district mission, goals and objectives.
- Must demonstrate knowledge of and ability to manage regular office routines and requirements such as but not limited to maintaining records, making reports, supporting all councils and activities supportive of curriculum for the district.

- Must demonstrate interpersonal and communication skills: sentence structure, spelling, punctuation, speaking, and ability to handle routine and sensitive correspondence and communications.
- Must demonstrate ability to manage regular office routines and requirements such as but not limited to maintaining financial records, attendance records and supervision of clerks.
- Must demonstrate ability to perform essential functions in a time sensitive manner as determined by Supervisor.
- Performance evaluation performed annually by Supervisor.

#### **Essential Duties:**

- Reads, records, files and routes incoming mail and/or messages; determines sensitivity of communications; locates and attaches appropriate file to correspondence to be answered.
- Compiles and types statistical reports; regularly obtains and records pertinent/current school data
- Prepares materials and information for regularly scheduled and called meetings of staff and/or community groups
- Takes minutes at meetings, dictation, reports, notices or recommendations; publishes and keeps a complete record of proceedings.
- Answers telephone and gives information to callers or routes call to appropriate officials and places outgoing calls.
- Maintains and files sensitive correspondence and records; maintains confidentiality, including teacher certification files.
- Prepares outgoing mail, notices and bulletins; composes and types routine correspondence.
- Manages all job duties with the mobility, agility, dexterity, and focused observation it takes to meet standards of performance.
- Prepare correspondence, forms, manuals, reports, presentations, and other documents for the superintendent.
- Schedule appointments and maintain the superintendent's calendar.
- Set up meetings including reserving the venue, preparing materials, and arranging for refreshments and catering as needed.
- Answer incoming calls and greet visitors.
- Respond to routine inquiries from the public and staff and refer appropriate inquiries or problems to administrators.
- Compile pertinent data used to prepare various required state and local reports.
- Prepare purchase orders and payment authorizations as directed.
- Compile, maintain, and file all reports, records, and other documents as required.
- Comply with policies established by federal and state laws and regulations, and local board policy.
- Maintains and files sensitive correspondence and records; Maintain confidentiality; Manages certified application and evaluation files.

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- Manages job postings and openings using the district approved platform.
  - Performs such other tasks and assumes such other responsibilities as the Superintendent may designate.

**Other Duties:**

- Provides information to the public.
- Assists with program support.
- Performs various other tasks during the year of a seasonal nature.
- Maintains and files routine correspondence and records.

**Work Environments:**

Moderate environmental conditions and noise levels. May be required to wear protective equipment including gloves for exposure control under limited circumstances.

**Application Instructions:**

If qualified and interested in this position please fill out an online CLASSIFIED APPLICATION. (You must attach a resume to your application form before you are allowed to submit the application for this position. See "Classified Application Process:" in the EMPLOYMENT box for a list of required documentation that should be submitted to complete your application file.) For more information you may contact Ramona Rowley at e-mail: [ramona\\_rowley@usd465.com](mailto:ramona_rowley@usd465.com). Incomplete applications will not be accepted. This position is open until filled.

<https://www.usd465.com/en-US/employment-opportunities>

