

# Diocese of Sacramento

## JOB DESCRIPTION

<b>DEPT:</b> SCHOOLS	
<b>POSITION:</b> ADMINISTRATIVE SECRETARY	
<b>CATEGORY:</b> NON EXEMPT	<b>FULL TIME</b>

**SUPERVISOR:**   Principal

**JOB DESCRIPTION:** The Administrative Secretary is hired by the Principal and whose scope expands that of the Receptionist and Bookkeeper. This person is responsible for providing secretarial and related office services for members of the school and various other committees and boards. Other possible titles for this position include Administrative Assistant or Office Manager.

### ESSENTIAL FUNCTIONS:

- Performs secretarial duties for the Principal.
- Receives and places telephone calls, schedules, appointments, types/enters into word processing written communications and processes all mail.
- Screens phone calls to the Principal, prioritizes and directs to proper party.
- Keeps and coordinates the Master Calendar for the Principal.
- Makes appointments for the Principal.
- Handles formal communication for the Principal that has been authorized.
- Maintain personnel files.
- Types and files Principal's correspondence.
- Supervises the opening/closing of the office daily.
- Establishes and maintains a comprehensive filing system for student files and records.
- Maintains and updates students records including data on attendance.
- Oversees an inventory of office supplies and orders materials, supplies or equipment as needed, with approval of Principal.
- Oversees the maintenance contracts for the various office machines.
- Serves as secretary to school board and distributes minutes/reports in a timely manner.
- Assists in the supervising of Office Staff.
- Assists in the supervising of Maintenance Personnel.
- Supervises all postal matters, bulk mailings, packages, postal permits and postage meter deposits.

### MINIMUM QUALIFICATIONS:

**Education:**

High school diploma or equivalent

**Experience:**

Three years administrative secretarial experience.

**Skills / Knowledge:**

Type 50 words per minute; Excellent organizational and interpersonal skills; Efficient with computer and office machinery

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date