



Iberville Parish School Board

P.E. Cancienne
*Superintendent
Secretary/Treasurer*

Melvin Lodge
President

HUMAN RESOURCES ...We put children first

June 12, 2008

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NOTICE OF VACANCY (AS OF ABOVE DATE)

Applications are being accepted for the following position:

SECRETARY I

IBERVILLE PARISH SCHOOL BOARD

Anyone interested in being considered for the above position should submit an application or resume' to:

Geralyn Callegan, Supervisor
Iberville Parish School Board
58030 Plaquemine Street
Plaquemine, LA 70764

APPROVED BY: Dr. P. Edward Cancienne, Superintendent

QUALIFICATIONS: SEE ATTACHED

DATE OF EMPLOYMENT: July 15, 2008

DEADLINE FOR ACCEPTING APPLICATIONS: June 26, 2008

It is the policy of the Iberville Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, disabling condition, or veteran status in its educational programs and activities. This includes, **but is not limited to** admissions, educational services, financial aid and employment.

SECRETARY I

GENERAL STATEMENT OF DUTIES: Performs varied secretarial, typing and related clerical tasks for a program director or coordinator; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is responsible clerical work involving performance of a number of varied tasks and requiring ability to take and transcribe dictation. The work requires the exercise of judgment in the application of prescribed procedures and methods to routine matters. Employees in this class may work under close or general supervision depending upon the nature of the assignment. The work is checked by another step in a clerical process or by an immediate supervisor.

EXAMPLES OF WORK: (Illustrative only)

Serves as secretary to a director or coordinator;
Schedules conferences and meetings and sends notices to pertinent personnel;
Takes dictation of letters, memoranda, articles, reports and addresses;
Types accounting and statistical tables, evaluation reports, letters, stencils, notices, reports, bus schedules, etc;
Reads and routes incoming mail and assembles files and other materials to facilitate reply by a superior;
Maintains cross-referenced office files and a variety of other records;
Prepares and types requisitions for the purchase of books, supplies and equipment;
Sorts, indexes and files material alphabetically, numerically, and geographically;
Serves as a receptionist and answers telephone and gives general information in response to public inquiries;
In the area of public relations, has contacts with parents, sales representatives, company representatives, police office and social agencies;
Forwards records and transcripts to requesting schools;
Develops charts and types transcripts of meetings;
Hears complaints of parents and others and transmits information to professional supervisor;
Prepares news items for newsletters;
Provides clerical support for advisory committees;
Completes forms required for student special services referrals;
Types and files psychological reports;
Operates copier, word processing, adding machine or other office machines;
Keeps records and makes reports;
Orders supplies and equipment and processes purchase orders;
Schedules conferences and meetings and sends notices to pertinent personnel;
Maintains listing of educational materials.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of office terminology, procedures and equipment and of business arithmetic and English; skill in the use of a computer terminal; ability to take and transcribe dictation at an average rate of speed; ability to maintain complex clerical records and prepare reports from such records; ability to make minor decisions in accordance with laws, ordinances, regulations and established policies; ability to make

relatively complex mathematical computations rapidly and accurately; ability to get along well with others; clerical aptitude; good judgment; tact and courtesy; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Some experience in clerical work and completion of a standard high school course including or supplemented by a course in shorthand, with completion of business school or some college courses desirable; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Pay Grade: Grade 18 (\$25,549 - \$30,749)

Reports to: Oveal Watkins and Geralyn Callegan