

**MILLARD SCHOOL DISTRICT**  
**Classified Employee Job Description**  
May 2025

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**Job Title:** Administrative Assistant / District Office Secretary

**Department:** District

**Lane:** 6

**Number Employed:** 1

**Location(s) of Job:** District Office

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**GENERAL FUNCTION**

Under the supervision of the **Superintendent**, the **Administrative Assistant / District Office Secretary** provides administrative support and receptionist duties for administrators and directors. This position is responsible for a wide range of clerical and organizational duties to ensure smooth and efficient operations of the district office. Duties may include processing student information, file documents, complete word and data processing tasks, answer telephones and greet visitors.

**ORGANIZATION STRUCTURE**

**Job Title:** District Office Secretary

**Jobs Reporting to this Title:** None

**Supervisor's Title:** Superintendent

**REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Schedule meetings, prepare agendas, take minutes, and coordinate meeting logistics. Follow through at the conclusion of meetings with distribution of necessary items as needed.
2. Assist in preparing correspondence, reports, memos, and presentations.
3. Maintain and organize district files, records, and confidential documents.
4. Manage phone calls, emails and other communications; route messages appropriately.

5. Support the Superintendent and department directors with administrative tasks, including scheduling, meeting preparation, and communications.
6. Assist in preparing Board meeting agendas, advertising Board meetings, and posting public meeting agendas as required by law.
7. Prepare reports, presentations and documents as requested.
8. Maintain accurate and organized records in compliance with district policies, state and legal requirements, and confidentiality requirements.
9. Assist with entering and maintaining data in student/staff information systems and other district software. Assists with tracking and monitoring data used for various program reports.
10. Assist current and new employees with fingerprinting, background checks, district access to buildings and computer programs. May also assist in obtaining immunizations, documents, or other requirements necessary for employment.
11. Assist with preparation and distribution of newsletters, emails, internal communication, website and Facebook page.
12. Assist with human resources functions such as onboarding paperwork or personnel file updates.
13. Performs general office duties including answering phones, managing correspondence, scheduling appointments, and maintaining files.
14. Greet and assist visitors, students, staff and parents in a professional manner. Provide various program information and receiving incoming documents and files and distributing to appropriate district director.
15. Prepare and maintains District schedule and calendar.
16. Perform other duties as assigned by supervisors.

## **MARGINAL FUNCTIONS**

1. Support special projects, events, and district responsibilities as assigned.

*This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned*

## **QUALIFICATION REQUIREMENTS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Requirements – Not limited to the following:**

1. Physical ability to perform the essential functions listed above with or without reasonable accommodation.
2. Physical, mental and emotional requirements will be developed when needed for purposes of reasonable accommodation.

*Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented in accordance with requirements of the job.*

### **Knowledge and Ability:**

1. Ability to operate computer and other office equipment. Highly proficient in use of Microsoft Office Suite, word processing, data base and spreadsheet programs.
2. Knowledge of student information systems preferred but not required.
3. Interpersonal skills required for interaction with administrators, teachers and public.
4. Ability to exercise discretion when appropriate. Ability to maintain personal and office related information confidential.
5. Strong organization and time management abilities and ability to prioritize tasks.

### **Educational Requirements:**

1. Two years of post-high school education or training in accounting, bookkeeping, computer operations, office administration, and/or other job-related discipline.
2. Preference given for education or training in bookkeeping, computer operations office administration, or other job-related disciplines.

### **Job-Related Experience:**

1. Two years experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

### **Licenses/Certification:**

1. None required.

**Machines, Tools & Equipment Used:**

- Basic office equipment
- Computer and peripherals
- Copy Machine
- Telephone system