

Nodaway-Holt R-VII School District

Job Description
Professional Staff
Adopted: 6/18/2025

Administrative Secretary/Bookkeeper

Reports to: Superintendent

Qualifications:

The Administrative Secretary should possess:

1. Office management experience. Expertise in computer skills (Word, Excel), typing note taking, and correspondence.
2. Excellent grammar and proofing skills.
3. Personable communication skills.

Other Requirements

Clearances on background check that is satisfactory to the Superintendent. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

1. Assisting the Superintendent to whom he/she is directly answerable, in the completion of all routine tasks.
2. Keeping the Superintendent aware of meeting schedules and reports due.
3. Keeping all office business confidential.
4. Organizing office work and records.
5. Completing all reports (monthly or annually) for which he/she is responsible.
6. Maintain a regular filing system, as well as a set of locked confidential files, and process incoming correspondence as instructed.
7. Develop and maintain a system for personnel records for all school employees, in order to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment, transfer, tenure, retirement, leave, promotion, continued education, summer workshop, professional conference, etc.
8. Maintain a file of all personnel contracts entered into by the district, including any individually- negotiated contracts as well as contracts negotiated with employee groups.
9. Assist in the preparation of certificated and support staff contracts.
10. Obtain, gather, and organize pertinent data as needed, and put it into usable form.
11. Take and transcribe dictation of various types, including board of education meetings, correspondence, and recommendations.
12. Place and receive telephone calls, and record messages.
13. Maintain a schedule of appointments and interviews.
14. Prepare Core Data for State Department and Cooperating School Districts as required.
15. Assist in preparation of the school calendar for the coming school year for board approval in February.
16. Update District Personnel Directory in September.
17. Post notices of upcoming meetings as required by the Sunshine Law.
18. Type and maintain a file of job descriptions for all district personnel.
19. Publish ads in local newspapers regarding financial statements and notice of elections.
20. Assist in preparation of press release of Board of Education business for local newspaper.

21. Make hotel, conference, and airline reservations for superintendent and board members for attendance at out-of-town conventions.
22. Prepare and assist in district food service applications and reports.
23. Publish notice of annual Board of Education election in *Nodaway Newsleader and Mound City Review*.
24. Register prospective Board of Education candidates for annual election and complete and filed *Certification of Candidates* forms with the Board of Election Commissioners.
25. Make arrangements and send invitations for board sponsored activities (i.e. holiday open house, end-of-year celebration, etc.)
26. Act as Notary Public for district business.
27. Receive and establish a file for transcripts, letters of reference, and similar documents pertinent to each job applicant.
28. Maintain a file of completed application forms for unsuccessful candidates for whom a future opening is likely to appear within the district, and for others inquiring about employment opportunities for whom openings do not exist at the time of inquiry.
29. Assist in the preparation of the Comprehensive School Improvement report.
30. Assist in the preparation of the E-Rate application.
31. Assist in the preparation of the technology plan report.
32. Assist in the production of the personnel handbooks, budget, and audit books.
33. Perform additional duties as required for short periods of time due to unusual circumstances.
34. Receive, sort, and deliver all central office incoming U.S. mail.
35. Assume responsibility for tasks other than those listed which may be required by law, authorized by the Board, or assigned by the Superintendent.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

Attendance

Consistent and regular attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Superintendent. The administrative Secretary will be considered for employment at the regular April meeting of the Board of Education, as per the recommendation of the Superintendent.

Type of Position

12 Months

Exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.