



Job Title: Executive Secretary

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: SU106

Summary: The Executive Secretary performs complex and important clerical operations requiring the exercise of judgment based upon knowledge gained through experience or education. Makes decisions in accordance with established policies. Responsible for finality of action, but more difficult and important work performed under close supervision. Supervision may be exercised over the employees assisting with routine details.

Essential Duties and Responsibilities:

- Receives visitors and directs the flow of traffic to persons involved.
- Answers telephone and route calls.
- Prepares payroll reports.
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- Handles daily correspondences for administrators that include typing and taking dictation.

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Thorough knowledge of standard office practices, procedures and equipment; thorough knowledge of school system routine and procedures; general knowledge of business English, spelling and arithmetic; ability to establish and maintain effective working relationships with associates; ability to work under pressure; ability to organize and perform work independently; ability to type, take and transcribe dictation accurately at a reasonable rate of speed; ability to prepare and maintain computerized records and systems; ability to meet the public effectively; ability to plan and supervise the work of others.



Education and Experience:

High School diploma or equivalent required. Bachelor's or Associate degree preferred. Three (3) years of clerical experience is preferred.

Work Environment Conditions:

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

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifient website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifient Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.