

**Position:** Superintendent's Secretary

**Supervisor:** Superintendent

## **Eunice Public Schools Job Description**

### **Receptionist**

- A. Front Office 'Greeter'
- B. Answer the telephone, take/relay messages and dispatch message to the proper department to proper department.
- C. Receive all mail from the schools and distribute to the proper department or run through postage meter all out-going mail.
- D. Receive all in-coming mail; open/date correspondence to the Superintendent, and distribute other mail to proper department(s).

### **Trip Plans**

- A. After a vehicle has been assigned and the superintendent or his designee have provided their signature, make two (2) copies of the plan; one copy for the person taking the vehicle and one copy for the fleet manager to assure the vehicle will be serviced and ready to go out on designated date.
- B. After the vehicle keys and Trip Plan have been turned in, return the keys to the vault, and file the Trip Plan in the Completed Trip Plans file, chronological, latest trips in front.
- C. For Activity Bus Drivers, keep the left side of Vehicle Transportation Report to calculate the amount of compensation for the trip and file in the pending requisition file for end-of-the-month.

### **Accounts Payable**

- A. Maintain Vender Maintenance file.
- B. Process and Send out 1099 Forms
- C. Send a W-9 form to new vendors.
- D. Send a Non-Taxable Certificate to vendors (when necessary).

- E. Input Requisitions for all purchases in the Central Office, plus others for the schools when no line item budget has been allowed for the schools.
- F. After the Business Manager or Superintendent has approved the Requisitions, print out all of the Purchase Orders. All Purchase Orders must bear the Approval signature of the Superintendent before they can be processed. Purchase Orders that have been imported from the schools must then be ordered by fax or mail. The Entity copy of the PO is sent back to the school for receipt of goods signature. The original is kept in a file in the Central Office.
- G. As invoices are received for Purchase Orders, they are reconciled with the Purchase Order. Purchase Orders may have to be revised in order to reconcile. When the Entity Copy with the signature is returned to the Central Office, the Purchase Order is then put on a Voucher list for remittance.

### **End-of-Year**

- A. Update the Retirement Cards for each employee.
- B. Obtain the Superintendent's signature on each card and re-file back into the personnel file.

### **DEMOGRAPHICS**

- A. Maintains confidential student records as shall be required for the District Demographic Software (SKYWARD) and the New Mexico Public Education Department.
- B. Shall be responsible for the maintenance of the STARs environment and troubleshoot data that create errors.

### **Other Duties**

- A. Assemble the Board Packets.
- B. Process the Board Meeting Minutes and type the captions on both the minutes and attachments.
- C. Make copies of the minutes for the Minutes Book.
- D. Update Board Policies file and Board notebooks.

- E. Process the End-of-Year School Calendar Report.
- F. Assist in the preparation of the Employee Banquet.
- G. Prepare Employee and Senior Citizens passes.
- H. Any other duties as requested by the Superintendent.