

EMINENCE COMMUNITY SCHOOL CORPORATION
6760 State Road 42 North
P.O. Box 105
Eminence, IN 46125

October 4, 2021

Position: Corporation Secretary/ Deputy Treasurer

Qualifications:

1. High School Diploma or general education degree (GED)
2. One to three months related experience and/or training or equivalent combination of education and experience.
3. Possess strong leadership, communication, interpersonal, and organizational skills.
4. Possess excellent secretarial/clerical skills and have a knowledge of accounting principles and practices.
5. Such additional qualifications as the School Board and State of Indiana shall require.

Job Description: 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Serves as confidential secretary to the Superintendent.
2. Assists the Corporation Treasurer with duties as needed.
3. Makes and receives telephone calls, takes messages, routes calls, and serves as a receptionist for the administrative office.
4. Responds to telephone inquiries regarding school programs and activities.
5. Receives visitors, obtains name and nature of business, and schedules appointments.
6. Performs clerical duties such as typing, proofreading, photocopying and sorting mail.
7. Serves as a recording secretary at Board meetings and prepares minutes of the meeting.
8. Issues purchase orders after approval. Attaches invoices to complete purchase orders and provides them to the Corporation Treasurer in a timely manner for payment.
9. Processes substitute teacher applications and licensing.
10. Processes Emergency Teacher License applications.
11. Orders Expanded Criminal History and Sex/Violent Offender reports as needed.
12. Provides new employee paperwork with the corporation treasurer as required.
13. Updates school directories.
14. Files Leave Request, Staff Development Request, and/or Field Trip Request forms as needed.
15. Maintains a high level of confidentiality.
16. Performs such other tasks and assumes such other duties and responsibilities as the Superintendent may assign.

Additional Requirements:

Language Skills: Ability to read, analyze, and interpret information from government agencies, financial reports, and legal documents. Ability to effectively present information to the Superintendent, school administrators, employees, parent groups, and the general public. Ability to write routine reports and correspondence and to speak effectively before groups.

Mathematical Skills: Ability to add, subtract, multiply, divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to solve practical problems and to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities: Must be proficient in the use of computers for various applications. Knowledge of both Microsoft and Google programs will be helpful. Ability to type accurately at a minimum speed of 50 words per minute. Employees should also be able to use the other machines, tools, equipment, and work aids, such as telephones, adding machines, paper cutters, hole punchers, etc.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands and fingers, to handle, or feel objects, tools, or controls, and is occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. The working environment is mainly indoors other than routine errands.

Submission Instructions:

Pick up an application at the Superintendent's Office or at www.eminence.k12.in.us.

Return the completed application via the U.S. Postal Service, FAX, or email to Wes Hammond:

Eminence Community School Corporation
Attn: Wes Hammond, Superintendent
6760 State Road 42 North
P.O. Box 105
Eminence, IN 46125
FAX: (765) 528-2262

Deadline: Position is open until filled.

Contact: Wes Hammond, Superintendent
Eminence Community School Corporation
(765) 528-2101
whammond@eminence.k12.in.us