

## ADMINISTRATIVE SECRETARY

### DEFINITION:

Under general direction, serves as secretary and provides administrative support to an administrator having district-wide line and staff authority or cabinet level responsibility, by exercising independent judgment and initiative in organizing office activities, coordinating the activities of clerical staff, coordinating communications and performing responsible and complex administrative, secretarial and clerical duties; performs assigned technical activities; may take, transcribe, prepare minutes and initiate correspondence; performs related work as necessary or required.

### CLASS CHARACTERISTICS:

Positions in this class serve district administrators at the management level who hold the broadest, district-wide line and staff responsibilities. Incumbents must have working knowledge of Board Policy & Administrative Regulations, applicable Education Code sections and the organization of the District. These positions assist and relieve the administrator of routine administrative detail, make independent decisions regarding designated office functions and research, prepare, revise and/or update Board agenda items with necessary exhibits and backup materials. Positions in this class do not have, in the regular course of their duties, access to or possess information relating to the employer=s employer-employee relations.

### EXAMPLES OF DUTIES:

Draft or compile financial, statistical, narrative or other reports utilizing independent judgment in collecting, analyzing and processing data; *E*

Compose, compile, edit, or update Board Agenda items for administrative review; *E*

Prepare and/or compose a wide variety of reports, letters, memos, statistical data and other materials with or without rough drafts, copies, brief notes, general instructions or transcribing machine recordings, to ensure the information is accurate and consults with, or refers to, other appropriate administrative staff members as necessary; *E*

Organize and coordinate office activities to enhance the efficient flow of communications, filing, record-keeping and reporting and relieve the supervisor of administrative details; *E*

Handle routine correspondence, questions, inquiries concerning the specific application of District and office policies and procedures with accuracy, promptness, tact, sensitivity and confidentiality; *E*

Take, edit and prepare dictation involving substantial technical terminology, organizational and procedural knowledge, and familiarity with laws, policies and directives; *E*

May take, transcribe, prepare and report official minutes or conference dictation, using experienced business judgment; *E*

Independently perform office support work of department, maintain schedules of appointments and department deadlines, coordinate logistics and prepare for meetings, maintain the office monthly calendar, screen calls and visitors, and appropriately open, prioritize, and route the administrator's mail and correspondence; *E*

***E* denotes an essential function of the job.**

Depending upon the department to which assigned is responsible for preparation and coordination of: categorical program and grant application documentation; M & O and Capital Outlay work orders; data bases on repairs of computers, phones and AV equipment; process all student transfer requests, update and distribution of Board of Trustees Policies, Administrative Regulations, and/or Merit System Rules; may record and take minutes of Personnel Commission or department meetings and process post-meeting documentation; *E*

Perform related work as necessary or required.

**SUPERVISION:**

Receive general direction from an administrator having district wide or cabinet level responsibility.

Provide leadership, direction and coordination within the department assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

Principles of leadership, office organization and management, public relations, and training;  
Modern office methods, procedures, terms, equipment;  
Word processing, spreadsheet, database, Internet and E-mail computer applications;  
Business office telephone techniques and etiquette;  
Correct English usage, spelling, grammar, punctuation, vocabulary and skills in proofreading;  
Letter, report, and agenda preparation methods;  
Basic mathematics used in an office environment;  
Standard record, filing systems and procedures;  
Basic objectives, organization, functions of a California school district.

**Ability to:**

Plan, organize and prioritize work of self and others;  
Coordinate and expedite a large volume of administrative detail independently, efficiently and effectively;  
Perform and organize difficult office, administrative, secretarial and clerical work involving independent judgment and requiring accuracy and speed;  
Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, database, Internet and E-mail software;  
Research and gather information from a variety of sources, analyze and compile as necessary to produce clear, comprehensive reports;  
Compose correspondence independently;  
Maintain security and confidentiality of privileged and sensitive information;  
Develop, organize, locate, maintain diverse and confidential records;  
Understand, interpret, apply and explain codes, Administrative Regulations, Board Policies, Merit System Rules and verbal directions to specific situations requiring good judgment, tact and poise;  
Keyboard at a net corrected speed of 60 WPM;  
Take stenographic notes/dictation and accurately transcribe into clear, concise copy;  
Understand and carry out oral and written instructions;  
Interact with management, school staff, and community members effectively utilizing superior written and verbal skills as well as interpersonal and presentation skills;  
Analyze difficult and sensitive situations and adopt appropriate courses of action;  
Establish and maintain effective work relationships.

**EDUCATION AND EXPERIENCE:**

Individuals possessing the knowledge, skills and abilities listed above are considered to possess the education necessary to succeed in the position. Typically this knowledge and these skills and abilities are acquired through several years of broad, varied, increasingly responsible secretarial experience, preferably for an administrator in a public education environment. (Two years of secretarial science or closely related college education may be substituted for one year of the required experience.)

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Safely lift, carry, push up to 25 pounds; frequently sits and stands; occasionally walks, stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside exclusively; has direct contact with public and other district staff, frequently in difficult and/or negative interpersonal situations; frequently works with high volumes and tight deadlines without direct guidance from supervisor.

Last revised 3/14/02

Revisions effective 4/6/06