



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Administrative Secretary

JOB SUMMARY:

Under limited direction, serves as secretary and provides administrative support to an administrator having district-wide line and staff authority, 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; conducts independent research; provides assistance in budget development and management.

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 and 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.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties

- Draft or compile financial, statistical, narrative or other reports utilizing independent judgment in collecting, analyzing and processing data;
- Compile, review, edit, or update Board Agenda items provided by administrators, may compose items from instructions provided by administrator, and prepare draft for administrative review;
- 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, ensuring the information is accurate and consult with, or refer to, other appropriate administrative staff members as necessary;
- Organize and coordinate office activities to enhance the efficient flow of communications, filing, record-keeping and reporting, and relieve the supervisor of administrative details;
- Handle routine correspondence, questions, inquiries concerning the specific application of District and office policies and procedures with accuracy, promptness, tact, sensitivity and confidentiality;
- Take, edit and prepare dictation involving substantial technical terminology, organizational and procedural knowledge, and familiarity with laws, policies and directives;

- Independently perform office support work of department, maintain schedules of appointments and department deadlines, schedule, coordinate logistics and prepare for meetings, trainings, workshops, and department administrator travel, maintain the office calendar, screen calls and visitors, and appropriately open, prioritize, and route the administrator's mail and correspondence;
- 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; Administrative Regulations, and/or Merit System Rules; may record and take minutes of department meetings and process post-meeting documentation;
- Prepare and maintain a variety of records and files related to division operations and activities including budget and financial records;
- Operate computer equipment for the preparation and maintenance of a variety of complex documents, correspondence, reports and related material;
- Input and retrieve computerized data into computer system as required;
- Interpret and apply rules and regulations, policies and procedures related to department functions and specific programs.

Other Related Duties

- May take, transcribe, prepare and report official minutes or conference dictation, using experienced business judgment.

SUPERVISION:

Receives general direction from an administrator having district wide responsibility. Provides 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 used in an office environment including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- Business office telephone techniques and etiquette;
- 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;
- Financial recordkeeping and report preparation;
- Basic objectives, organization, functions of a California school district.

Ability to:

- Effectively 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 standard and specialized office equipment including a personal computer; Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Rapidly learn procedures and software as required;
- Research and gather information from a variety of sources, analyze and compile as necessary to produce clear, comprehensive reports;
- Compose correspondence and written material independently;
- Maintain security and confidentiality of privileged and sensitive information;
- Develop, organize, locate, maintain diverse and confidential records;
- Understand, read, interpret, explain laws/codes, and policies and procedures, 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 words per minute;
- 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;
- Perform mathematical computations to update budgets, produce reports, maintain records, complete requisitions, travel reimbursements and other forms;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of applicants, administrators, and staff.

EMPLOYMENT STANDARDS:**Education:**

- High School Diploma or equivalent;
- 24 units of coursework in secretarial science or closely related college education may be substituted for one (1) year of the required experience below.

Experience:

- Three (3) years of increasingly responsible secretarial experience is required, preferably working for an administrator in a public education environment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to walk, sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may occasionally stand and reach. The work involves little to light physical efforts; occasionally exerts up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 40

Classified Bargaining Unit

Last revised 3/14/2002, 4/6/2006, 5/9/2013

Job Description Review and Revisions Effective: 7/14/16