

ADMINISTRATIVE SECRETARYDEFINITION

Under general supervision assist a senior administrator by planning, organizing, supervising, and participating in support activities related to the assigned responsibilities of the department; perform highly complex and technical work; to interpret policy and administrative regulation; and to do related special assignments as required.

DISTINGUISHING CHARACTERISTICS:

Incumbents of positions in this class are required to exercise a high degree of judgment, discretion, initiative and independence. They must have a wide knowledge of the policies and operations of the office in which they work, as well as the school district, and must be able to apply this knowledge in the performance of their assigned tasks and to relate this information to the public and staff members. This position is classified as a Confidential position.

ESSENTIAL FUNCTIONS:

Processes administrative details not requiring attention of the administrator.

Develops correspondence, including materials of a confidential nature, independently from notes, instructions, transcription, etc., incorporating policy, regulation, or Education Code where appropriate.

Initiates forms, communications, board agenda items, special assignments and projects for the assigned administrator.

Coordinates and facilitates projects to meet time schedules.

Serves as liaison between administrator, district personnel, and the community.

Provides technical, clerical, and logistical support to personnel engaged in department activities.

Facilitates/attends the activities of various committees for the administrator.

Assists in coordination and monitoring of department matters to insure legal compliance.

Assists in the development of district policies and procedures.

Initiates and prepares District Board Agenda items as necessary.

Initiates and answers telephone calls, makes appointments, and interviews callers and furnishes desired information or assistance.

Develops, monitors, and maintains department budget/fiscal records and reports.

Screens and responds to district complaints.

May supervise clerical assistants.

QUALIFICATIONSKnowledge of:

Modern office methods and practices, including filing systems, receptionist and telephone techniques, business forms, letter writing, proofreading, report writing and word processing techniques. Correct English usage, spelling, grammar and punctuation; district policy, administrative regulations, and Education Code.

Ability to:

Learn, interpret, and apply school district policies, laws and rules and regulations; compose correspondence independently; deal effectively and responsibly with a wide variety of situations and personalities requiring diplomacy, friendliness, poise and firmness; maintain cooperative relationships with those contacted in the course of work; understand and carry out complex oral and written instructions; take dictation at a speed of 100 words per minute and transcribe it accurately or to transcribe accurately and efficiently from a dictating machine; type at a speed of 60 words per minute from clear legible copy.

Experience:

Four years of broad, varied, and increasingly responsible experience in clerical work, preferably in the field of public education. (A maximum of two years of college education in public education, or in public or business administration may be substituted for experience on a year-for-year basis.)

Education:

Equivalent to completion of two years of college. (Responsible secretarial position may be substituted for required education on a year-for-year basis.)