

ADMINISTRATIVE SECRETARY I

DEFINITION:

Under minimal supervision, serves as secretary to an Administrator.

DISTINGUISHING CHARACTERISTICS:

Positions in the class of Administrative Secretary I serve at the District Office level. This position relieves the Administrator of routine administrative and complex clerical tasks. Individuals serving in this position are differentiated from the Administrative Secretary I (Confidential) in that they have no dealings with employee-employer relations (Negotiations).

OCCUPATIONAL GROUP

Classified (Clerical)

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Organizes the activities of the Administrator and/or other District staff related to functions of assigned office and coordinates with various other offices/departments.
2. Serves as secretary to the Administrator; schedules appointments; screens calls, visitors and mail; distributes mail as necessary; independently composes answers to correspondence; types from oral direction and rough drafts a variety of materials, such as letters, memoranda, reports and forms; maintains a wide variety of files including materials of confidential or sensitive nature; maintains calendar for the Administrator. **(E)**
3. Attends meetings, takes and/or transcribes dictation from notes and/or tape machine, prepares minutes of such meetings and distributes minutes to participants, as required. **(E)**
4. Serves as a liaison to the public on the telephone and in person by providing a wide variety of information regarding District policy; assesses and deals with office issues that may arise in daily operations. **(E)**
5. Assists the Administrator in the development of department and various program budgets; monitors department expenditures; maintains records and processes budget related paperwork; processes payroll time sheets. **(E)**
6. Directs the work of subordinate office clerical staff.

7. Coordinates and schedules various workshops and makes travel arrangements for the Administrator.
8. Prepares agenda items for Board of Education. **(E)**
9. Assesses needs and orders supplies; processes orders for equipment; maintains records and follows up with the purchasing department warehouse and business office when questions and problems arise; processes school site requests.
10. Designs, types, and edits awards, flyers, forms, handbooks and newsletters.
11. Utilizes computers in the daily performance of duties and responsibilities. **(E)**
12. Performs other related duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Knowledge of:

- Office management techniques, filing systems, telephone techniques, letter and report writing;
- Computer applications including word processing, data base, spreadsheet, desktop publishing;
- Business Math, principles of accounting, and business English including vocabulary, correct grammatical usage, punctuation, and spelling;
- Budget procedures and composition;
- California Education Code.

Ability to:

- Communicate verbally and in writing;
- Analyze, explain;
- Exercise good judgment;
- Operate a keyboard and typewriter at 55 wpm;
- Learn, organize, prioritize and adapt;
- Apply rules, regulations and policies relating to department programs;
- Assess and resolve problems;
- Operate office machines;
- Establish and maintain a cooperative and effective professional relationship;
- Deal with sensitive matters appropriately;
- Take dictation using any method, at a reasonable speed ... desirable.

EDUCATION/EXPERIENCE

- At least one year School District experience highly desirable;
- Educational equivalent to the completion of the 12th grade. A combination of training and experience may be substituted for formal education;
- Four (4) years of responsible secretarial or clerical duties;
- Supplemental training or course work in the secretarial/clerical area desirable.

WORKING CONDITIONS

- A District office environment;
- Demanding time lines;
- Subject to frequent interruptions and extensive contact with the staff and public.

PHYSICAL ABILITIES

- Bending at the waist and reaching to retrieve and maintain files and records;
- Carrying, pushing, pulling or lifting light equipment and supplies;
- Climbing, occasional use of step ladders;
- Dexterity of hands and fingers to operate standard office equipment;
- Hearing and speaking to exchange information in person and on the telephone;
- Kneeling, crouching or stooping;
- Reaching overhead, above the shoulders and horizontally;
- Visual ability to read, prepare/process documents, and to monitor office activities;
- Sitting and/or standing for extended periods of time;
- Mobility.

HAZARDS

- Some contact with toxic materials;
- Extended viewing of computer monitor;
- May be exposed to contact with uncooperative or abusive individuals;
- Working around and with office equipment having moving parts.

Board Approved:
Revised: 10/09/86
Revised: 07/20/95
Revised: 09/19/97
Revised: 03/01/01

