

ADMINISTRATIVE SECRETARY IV

DEFINITION

Serves as secretary to Deputy Superintendent. Under general direction, performs a wide variety of secretarial functions in operation of the Deputy Superintendent's office; aids in a variety of administrative and difficult clerical tasks.

DISTINGUISHING CHARACTERISTICS

The position of Administrative Secretary IV is a single class position characterized by the responsibility to provide general administrative support to the Deputy Superintendent. The position of Administrative Secretary IV differs from the position of Administrative Secretary III by the greater variety, level of responsibility and complexity of work assigned. Individuals serving in this position are differentiated from the Administrative Secretary III (Confidential) in that they have limited or 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. Performs secretarial duties in the Deputy Superintendent's office; takes dictation, composes letters independently or from oral instruction; arranges and coordinates appointments, conferences, and meetings. **(E)**
2. Records, organizes, types, and distributes minutes of meetings, as needed. **(E)**
3. Prepares a variety of complex materials such as resolutions, manuals, publications, schedules, statistical summaries and reports, and final reports; composes correspondence from limited instructions or from own knowledge of subject matter and District policy. **(E)**
4. Takes and/or transcribes dictation from shorthand notes and/or tape machine at District meetings, and conferences. **(E)**
5. Receives, reviews, and verifies documents, records, and forms for accuracy, completeness and conformance to applicable rules, regulations, policies, and procedures; processes documents in compliance with established policies and procedures. **(E)**

6. Acts as information source regarding District's policies, procedures, and objectives, receiving and interviewing callers and giving out information where judgment, knowledge, and interpretation are utilized, especially in the proper handling of confidential files or information. **(E)**
7. Maintains control files on matters in progress and expedites their completion. **(E)**
8. Prepares information needed in administrative decisions and in facilitating implementation of District policies and programs. **(E)**
9. Operates a variety of office equipment, including word processor.
10. Provides vacation and temporary help as required.
11. Performs other related duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

KNOWLEDGE OF:

- Proper office methods, practices, and etiquette, including filing systems, business correspondence, report writing, proper telephone techniques. Personal computers, including word processing, spreadsheet, and database software. California Education Code, Title V and District Administrative Guide;
- Proper English usage, grammar, spelling, vocabulary, and punctuation. Basic school district functions, policies, procedures, rules and regulations.

ABILITY TO:

- Learn, interpret, and apply school district rules, regulations, and policies;
- Perform responsible secretarial and clerical duties of above-average difficulty with accuracy and speed;
- Prepare and maintain accurate and complete records and reports;
- Type at a speed of not less than 65 words per minute from clear copy;
- Take dictation at a rate of 90 words per minute and transcribe it accurately;
- Operate a variety of office machines;
- Understand and carry out oral and written instructions;
- Deal effectively with a wide variety of personalities and situations;
- Stamina to work long hours to completion of tasks, often at night or on weekends, or short notice during crisis.

WORKING CONDITIONS

- A District office environment;
- Demanding time lines;
- Subject to frequent interruptions and continual deadlines.

PHYSICAL CONDITIONS

- 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 computers;
- May be exposed to contact with uncooperative or abusive individuals;
- Working around and with office equipment having moving parts.

BOARD APPROVED: 2/7/2008