

ADMINISTRATIVE SECRETARY I/CONFIDENTIAL

DEFINITION

Serves as secretary to a District Director; performs secretarial and clerical duties of above-average difficulty; relieves the Director of routine administrative and complex clerical tasks; directs the work of subordinate clerical office staff; does related work as requested.

DISTINGUISHING CHARACTERISTICS

This position class is characterized by the ability to proceed with minimal supervision; handles highly confidential information and assignments; directs and coordinates other staff on all aspects of the operations of the office. Individuals serving in this position are differentiated from the Administrative Secretary I (C.S.E.A.) classification in that they have responsibility for employee-employer relations.

OCCUPATIONAL GROUP

Classified (Confidential)

EXAMPLES OF DUTIES

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

1. Performs a variety of secretarial and clerical duties; maintains files for all areas of the office and department.
2. Receives callers, answering questions regarding school/department matters and arranges appointments and maintains calendar for Director.
3. Screens mail; prepares correspondence on own initiative for matters not requiring Director's personal attention.
4. Directs subordinate staff.
5. Attends meetings and/or negotiations, as requested; takes and/or transcribes dictation from notes and/or tape machine, prepares minutes of such meetings, and distributes minutes to participants, as requested.
6. Types, maintains records, and assists in gathering data for the preparation of needed reports, using word processing or database software.
7. Assists in the preparation of the budget for the department programs; monitors expenditures for each program area.
8. Prepares agenda items for Board of Education.

9. Provides vacation and temporary relief as required.
10. Performs other related duties as assigned.

MINIMUM REQUIREMENTS

Knowledge of:

- Proper office methods and practices, including receptionist and telephone techniques, filing systems, letter and report writing, correct English usage, spelling, grammar, and punctuation;
- Budget procedures and composition; operation of office machines; personal computer using various word processing, spreadsheet, and database software; California Education Code, Title V, and the District Administrative Guide.

Ability to:

- Learn, interpret, and apply District policy, rules and laws relating to department programs;
- Perform secretarial and general clerical work of above-average difficulty with accuracy and speed;
- Operate personal computer using various word processing, spreadsheet, and database software;
- Analyze situations accurately and make decisions in procedural matters without immediate supervision;
- Prepare and maintain accurate and complete records and reports which may include those of a confidential nature;
- Type at a rate of 55 words per minute from clear copy;
- Take dictation using a method allowing a rate of 90 words per minute and transcribe it accurately is desirable;
- Maintain a working knowledge and application skills in the newest technological programs and hardware;
- Understand and carry out oral and written instructions;
- Establish and maintain cooperative and effective relationships with those contacted during the course of the working day.

EXPERIENCE

Three years of increasingly responsible secretarial and clerical experience with at least one year in a school district highly desirable.

EDUCATION

High School graduation or equivalent.

WORKING CONDITIONS

- Office environment;
- Subject to frequent interruptions and continual deadlines.

Approved:

Revised: 10/09/86

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