

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

Range 37

### ADMINISTRATIVE SECRETARY, BOARD OF EDUCATION

#### **DEFINITION**

Under general direction, has responsibility for the secretarial and clerical functions to the Board of Education, coordinates and directs the clerical business of the Board of Education and acts as assistant and recorder for Board of Education meetings. Performs related duties as assigned by the Superintendent. Prior to accepting this position, the applicant being recommended shall be afforded the one-time opportunity to accept overtime or compensation time for each night meeting required in the performance of his/her duties.

#### **DISTINGUISHING CHARACTERISTICS**

This is a single class position characterized by the responsibility to provide general administrative support to the Board of Education at the direction of the Superintendent through the direction and management of clerical business. The position independently performs complex and confidential assignments to accomplish that purpose.

#### **OCCUPATIONAL GROUP**

Classified (Confidential)

#### **EXAMPLES OF DUTIES**

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

1. Acts as Confidential Secretary, Board of Education. **(E)**
2. Maintains Board policy, files of Board actions and agendas, legislative information, and other specialized and/or confidential materials; collects and prepares a variety of reports; transmits decisions to various organizational units. **(E)**
3. Takes dictation and/or composes correspondence independently or from oral instruction to be sent to the Board of Education, receives telephone calls, arranges and coordinates appointments, meetings, conferences, and travel arrangements for the Board of Education. **(E)**
4. Takes dictation and/or composes correspondence independently or from oral instruction from the President of the Board of Education. **(E)**
5. Prepares awards, certificates, plaques and commendations from the Board of Education. **(E)**

6. Schedules, prepares and supervises the assembling and distribution of the Board agenda and related information items; notifies required persons of scheduled Board meetings, schedules and prepares Board Room for all meetings. **(E)**
7. Records, organizes, types and distributes minutes of regular and special Board of Education meetings and other necessary meetings, such as Chino Valley Public Agencies Cooperative (on a rotational basis with other entities). **(E)**
8. Maintains files of Board actions and agendas, legislative information, and other specialized and/or confidential materials. **(E)**
9. Collects and prepares a variety of reports, transmits decisions to various organizational units. **(E)**
10. Attends to administrative details on special matters assigned by the Superintendent. **(E)**
11. Attends night meetings, as necessary, including Board of Education meetings. **(E)**
12. Assumes responsibilities of Secretary to the Superintendent in his/her absence. **(E)**
13. Performs other related duties as assigned.

**(E)** = Essential Functions

**MINIMUM REQUIREMENTS**

**Knowledge of:**

- Practices, procedures, and equipment involved in the operation of an administrative office;
- Office management and business correspondence procedures;
- Telephone techniques, filing systems, letter and report writing;
- Correct English usage, spelling, grammar, punctuation and mathematics;
- District operations, organization, and rules, regulations, law and policies governing the District;
- Board election timelines and procedures for filling Board vacancies.

**Ability to:**

- Perform highly complex, responsible secretarial and clerical work with accuracy and speed;

- Take dictation at 90 wpm and transcribe it accurately desirable;
- Type at a speed of not less than 65 wpm from clear copy;
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness;
- Establish and maintain working relationships with others;
- Operate personal computer using various word processing, spreadsheet, desktop publishing, and software programs;
- Maintain a working knowledge and application skills in the newest technological programs and hardware;
- Perform complex or varied tasks;
- Be available, whenever possible, on short notice to complete tasks or during crisis;
- Establish and maintain effective working relationships with others.

**EXPERIENCE**

Three years of responsible, executive level secretarial experience, including contact with the public is required. At least one year of experience in a school district highly desirable.

**EDUCATION**

Equivalent to the completion of the twelfth grade, including or supplemented by courses in typing and office practices and procedures. Advanced course work in the areas of secretarial science or business administration is desirable.

**WORKING CONDITIONS**

- Complex office environment;
- Subject to frequent interruptions and continual deadlines.

**PHYSICAL ABILITIES**

- Dexterity of hands and fingers to operate standard office equipment;
- Bending at the waist and reaching to retrieve files;
- Hearing and speaking to exchange information in person and on the telephone, seeing to read and transcribe correspondence, sitting for extended periods of time.