

ADMINISTRATIVE SECRETARY I

DEFINITION

Under the general supervision of an administrator, performs responsible secretarial and clerical functions; relieves an administrator of clerical and administrative detail by coordinating, organizing, and participating in the various operational aspects of the administrator=s assignment; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- < serves as a personal secretary and office management aide dealing with a variety of sensitive and privileged matters
- < coordinates staff activities of the administrator=s office, including the organization, planning, layout, and development of work accomplishment time lines
- < prepares information and data requested for administrative review
- < attends meetings and conferences as requested and takes and transcribes notes into summary form
- < takes and transcribes correspondence, memoranda, reports and other communicative documents that include technical terminology requiring a familiarity with legal mandates, policies, regulations, and operational procedures affecting the administrator=s functional responsibilities
- < interprets policies, regulations, and operational procedures to those persons contacting the administrator=s office either by telephone or in person
- < acts as a receptionist and office management aide to the administrator, including the answering of routine inquiries and correspondence, maintains an action calendar, schedules appointments, conferences and meetings, and a variety of other operational details
- < establishes and maintains complex manual and automated alphabetical, numerical, and subject matter files and data that may include sensitive and privileged data
- < utilizes modern office equipment, including micro computers, computer terminals and related application software
- < may provide technical input into the performance evaluation of the office clerical staff
- < assists with budget planning and expenditure control procedures
- < may assist in the preparation of materials and documents pertaining to the Governing Board meeting agenda

QUALIFICATIONS

Knowledge of: Procedures, methods, strategies, and techniques pertaining to the operation of an administrator=s office; modern office practices, trends, and procedures, standard office equipment and modern data management, storage, and retrieval systems; legal mandates, policies, regulations, and procedures which govern the administrator=s operational processes; English usage, spelling, grammar, and manuscript and report formatting; effective and efficient communication techniques, strategies, and procedures.

For bilingual positions: knowledge of written and oral Spanish. Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

Ability to: Coordinate, organize, and monitor the clerical functions of the administrator=s office; effectively and efficiently perform highly responsible clerical, secretarial, and administrative aide functions and activities; compile data and information, and prepare comprehensive reports; communicate effectively in oral and written form; establish and maintain a complex data management, storage, and retrieval system; effectively operate a micro-computer and use appropriate software applications; take and transcribe dictation, or use transcription equipment to accurately and efficiently produce a variety of printed informational material and data; understand and follow oral and written directions; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- < will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- < will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crunch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- < must possess the ability to hear and perceive the nature of sound
- < must possess visual acuity and depth perception
- < must be capable of providing oral information, both in person and over the telephone
- < must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: A minimum of three years of highly responsible secretarial experience, preferably in an educational organization.

Education: Verification of a High School diploma, a GED certificate, or a higher degree, supplemented by course work or training in office management, advanced secretarial skill areas, public relations, or related areas is desirable.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier.