

SECRETARY, CONFIDENTIAL SPECIAL EDUCATION OFFICE**DEFINITION:**

Under supervision of the Director, perform complex technical and responsible secretarial work for the Special Education Office to relieve the director of a variety of administrative tasks, provide guidance and over-site of department clerical staff, and support District's relations involving alternative dispute resolution, legal proceedings, confidential proceedings, and employee related matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organize and perform a variety of administrative duties in support of the day-to-day operations of the Special Education Office and provide office oversight and guidance.
- Maintain confidentiality on sensitive and legal matters as related to confidential student records, due process filings, resolution sessions, mediation, alternative dispute resolution, and settlement agreement negotiations/processing.
- Maintain Legal Calendar in alignment with Office of Administrative Hearings procedural requirements, due process, and monitor settlement agreement time lines.
- Prepare drafts of legal letters, agreements, and general correspondence with District and opposing counsel.
- Screen incoming correspondence in order of priority with appropriate backup material for reference; Independently or with general instructions, compose routine correspondence for supervisor's signature; review outgoing correspondence prepared by other staff members for the supervisor's signature for consistency, format, clerical errors, etc.
- Maintain the daily calendar, keeping supervisor informed of scheduled meetings, conferences, events; receive and screen visitors and telephone calls; refer callers or provide information as necessary.
- Make travel arrangements; make arrangements for meetings, prepare agenda and background materials; attend meetings, take summary notes as required, facilitate budget transfers and assist in budget monitoring; and follow up on action items..
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Basic principles and methods of administrative surveys; basic knowledge of legal agreement monitoring; basic budget knowledge; correct English, grammar, spelling and punctuation; office methods, procedures and practices, and office automation, including computer operations/word processing.

Ability to:

Coordinate a variety of different secretarial tasks, determining the relative importance of each; reschedule and distribute work assignments due to changing priorities; learn independently; interpret and apply written policies and procedures; review office procedures; trace clerical processing errors; learn the operations of complex departments; plan, organize and oversee the work of others; establish and maintain cooperative working relationships; apply judgment, discretion and initiative; independently compose correspondence; keep complex records and files; screen mail, telephone calls and visitors; maintain confidential files; project needs for office equipment and supplies; read and write at a level appropriate to the duties of the position; make arithmetical computations; learn office automation applications and skills; type at a net corrected speed of 60 words per minute.

Experience:

Four years of progressively responsible clerical or secretarial work including computer operation/word processing which has provided the applicant the knowledge and abilities listed above

Education:

Graduation from high school.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid California Driver's License.

Board Approved: September 5, 2000, effective July 1, 2000

Revised: October 8, 2002

Revised: July 2, 2015; Board Approved July 9, 2015

Revised: April 26, 2016; Board Approved May 12, 2016

Revised: October 3, 2018; Board Approved October 11, 2018

Board Approved: February 10, 2022

