

ADMINISTRATIVE SECRETARY**DEFINITION:**

Under supervision of an Assistant Superintendent, perform complex and responsible secretarial work and relieve the supervisor of a variety of administrative and office details.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Screen incoming correspondence, arranging for the supervisor's personal reply in order of priority with appropriate background material attached for reference.
- Independently or in accord with general instructions, compose correspondence on a wide range of subjects requiring a high degree of knowledge and familiarity of the policies of the District.
- Review outgoing correspondence prepared by other staff members for the supervisor's signature for consistency with administrative policy as well as for format, grammatical construction and clerical errors.
- Prepare, process and follow-up with Board Updates and Board Agenda items.
- Maintain daily calendar, setting up and keeping the supervisor informed of scheduled meetings, conference and community appearances.
- Maintain confidential or general administrative files.
- Make arrangements for meetings by contacting other officials or staff members involved regarding materials or reports to be presented or discussed and assisting in the preparation of the agenda by suggesting topics to be included.
- Attend meetings and take summary or verbatim notes.
- Receive and screen a variety of personal visitors and telephone calls, and where appropriate refer callers to other staff members or may personally provide the information.
- Make travel and conference arrangements.
- Perform a wide range of office manager duties (i.e., maintaining departmental budget, including processing of requisitions for supplies and services, supervision of office staff, and monitoring of attendance and personnel leave accrual).
- Review and update Board Policies and Administrative Regulations.
- May receive, review and delegate to the proper staff, subpoenas.
- May assist in providing updates on legislative changes.
- May take and transcribe dictation.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Correct English, grammar, spelling and punctuation; modern office methods, procedures and practices and office technology; school, district office, county office, and state department connective relationships.

Ability to:

Apply judgment, discretion and initiative in performing complex secretarial and quasi-administrative work; establish and maintain effective working relationships; understand and carry out oral and written directions; establish format, correspondence, charts and statistical outlines; independently initiate, compose and draft clear and concise final form cover memoranda and 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; communicate effectively both orally and in writing to a variety of audiences; perform arithmetic computations; type at a net corrected speed of 60 words per minute.

Experience:

Three years of progressively responsible clerical or secretarial work which has provided the applicant with the knowledge and abilities listed above. School site experience desirable.

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: April 26, 1979
Revised: September 6, 1984 (Rg. only)
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