

SECRETARY, DIRECTOR

DEFINITION

Under direction of a District director, to perform complex and responsible secretarial work relating to a district-wide department; to relieve the director of a variety of administrative and office detail; and to do related work as required.

EXAMPLES OF DUTIES

Screen incoming correspondence in order of priority with appropriate backup material for reference; independently or with general instructions, compose correspondence for supervisor's signature; maintain confidentiality on sensitive matters; apply District and other appropriate policies and procedures; review outgoing correspondence prepared by other staff members for the supervisor's signature for consistency, format, clerical errors, etc.; maintain the daily calendar; may maintain and process fiscal and personnel records and transactions, including personnel evaluations, payroll and attendance; make arrangements for meetings, preparing agenda and background materials; attend meetings, taking summary notes as required, and following up on action items; receive and screen visitors and telephone calls, referring callers or providing information as necessary; maintain calendar, keeping supervisor informed of scheduled meetings, conferences, events; make travel arrangements; may make student transportation arrangements; establish and maintain files; may assist in the preparation of the budget and monitor budget expenditures, including processing requisitions, purchase orders and work orders; compile a variety of information for the presentation of departmental reports and records; may use publication/presentation software to prepare brochures, publications and newsletters; may maintain and update internet home page; operate a variety of office equipment; may prepare consultant agreements; and may supervise clerical assistants.

QUALIFICATIONS

Knowledge of

Correct English, grammar, spelling and punctuation; office methods, procedures and practices; and office automation, including computer operations/word processing/publication and presentation software.

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; and type at a net corrected speed of 60 words per minute.

Experience

Four years of progressively responsible general clerical or secretarial work which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some 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 and appropriate California Driver's License, if required.

Board Approved: June 28, 1978

Revised: July 8, 1987

Revised: July 11, 1989

Revised: June 7, 1990

Revised: February 11, 1997

Revised: December 12, 2000 effective January 1, 2001

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