

ADMINISTRATIVE SECRETARY I

JOB SUMMARY

Under direction of a Director, perform skilled and complex secretarial/clerical duties for an assigned administrator of a District-wide program; organize, coordinate, and participate in administrative support and clerical activities to relieve the administrator of routine detail and assure efficient office operations.

**DISTINGUISHING
CHARACTERISTICS**

Administrative Secretary positions perform complex and responsible secretarial duties for a District-level administrator. Administrative Secretary I positions report to the Director of a District-wide program involving homogeneous functions related to the program. Administrative Secretary II positions report to a Director of a large District wide program of three or more unrelated programs. Administrative Secretary III positions report to an Assistant Superintendent.

TYPICAL DUTIES

Perform complex and responsible secretarial duties for District-level Director and assigned staff; relieve the Director of routine administrative detail; take and transcribe dictation of meetings, letters, memos, notices, bulletins, or other documents; type correspondence, reports, bulletins, forms, memoranda, legal documents, and other materials; provide specialized information to visitors and callers regarding District, State, and county policies, procedures, rules, and regulations; respond to inquiries regarding department or program functions, applying procedures or policies as required; format and type items for Governing Board agendas; complete and return necessary District forms and reports; schedule meetings, appointments, conferences and travel, using discretion to conserve the Director's time; may maintain the master departmental calendar of events; coordinate communications for the Director, transmitting information as requested; process, approve, and verify documents related to department/program operations and maintain related detailed and confidential records; maintain complex records and filing systems including confidential, sensitive, and financial information; order office supplies; open, sort, and route mail; operate office equipment including typewriter, copier, computer and/or microcomputer to utilize word processing, spreadsheets, and interrelated data bases as well as other software applications; receive and resolve complaints, using discretion and refer to appropriate personnel as necessary; provide work direction and guidance to other clerical support staff; perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, including, or supplemented by secretarial training and two years of increasingly responsible secretarial experience.

Knowledge of:

Modern secretarial and office practices and procedures including records management, document processing, filing systems, telephone etiquette and letter

and report writing; applying policies, procedures, and organization to a departments operation; proper English language usage, spelling and composition, grammar, punctuation, and vocabulary; oral and written communication skills; operation of a variety of office machines and equipment including microcomputer and computer terminal; financial and statistical record keeping methods; interpersonal skills including tact, courtesy, and diplomacy; principles of providing training and work direction.

Ability to:

Perform skilled and complex secretarial duties for an administrator of a District wide program; organize, coordinate, and participate in administrative support and clerical activities to relieve the administrator of routine detail and assure efficient office operations; take and transcribe information and at acceptable rate of speed and type at a corrected speed of 50 wpm; learn, interpret, and apply applicable policies, rules, and regulations; conduct research and assemble data for the preparation of correspondence and reports; maintain records and files; understand and follow oral and written directions; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; meet schedules and time lines; train and provide work direction others; operate a variety of office machines and equipment including calculator, typewriter, copier, computer terminal and/or microcomputer and related software.

PHYSICAL ABILITY

The selected candidate must be able to perform the duties of a rigorous work schedule and pass a physical examination and drug screening certifying this ability.