

ADMINISTRATIVE SECRETARY III

JOB SUMMARY

Under direction of an Assistant Superintendent, perform skilled, complex, and varied secretarial duties in support of the District's business, instructional, or personnel functions. Coordinate and participate in administrative support and secretarial activities to relieve the administrator of routine detail and assure efficient office operations by providing training, work direction, and guidance for assigned clerical staff. May participate in interviews for selection of clerical personnel. Monitor performance of assigned office staff and develop recommendations for performance evaluations as assigned.

**DISTINGUISHING
CHARACTERISTICS**

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

TYPICAL DUTIES

Perform complex and responsible secretarial duties for District level Director and assigned staff; relieve the Assistant Superintendent of routine administrative detail; take and transcribe dictation of meetings, letters, memos, notices, bulletins, or other documents; prepare, organize, and review Board agenda items; train, provide work direction and guidance and participate in interviews for assigned clerical support staff positions as required. 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; may attend Governing Board meetings to take and transcribe minutes as needed. Provide input for the preparation of department budget and maintain, monitor, and prepare budget analyses reports as requested. Schedule meetings, appointments, conferences and travel, using discretion to conserve the Director's time; maintain the master departmental calendar of events; coordinate communications for the Assistant Superintendent, 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; operate office equipment including

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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; 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 four years of increasingly responsible secretarial experience, including two years in an administrative office.

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 to relieve the administrator and staff of detail and assure efficient office operations; take and transcribe information at acceptable rate of speed and type at a corrected speed of 60 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; meet schedules and time lines while working with constant interruptions. Train and provide work direction, participate in selection interviews for clerical support staff. Provide input to, and participate in presentation of performance evaluation reviews. Operate a variety of office machines and equipment including calculator, typewriter, copier, computer terminal and/or microcomputer and related software.

PHYSICAL ABILITY

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to walk; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee is occasionally required to stand for extended periods. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.