

## MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

### SENIOR SECRETARY

**DEFINITION** - Under direction, to perform difficult and responsible secretarial and clerical work; to relieve the assigned administrator of responsible administrative detail; to participate in planning, organizing, and scheduling the clerical operations related to the assigned responsibilities; to serve as an authoritative resource to staff of the unit; and to perform related work as required.

**CLASS CHARACTERISTICS** - Positions in this class serve as secretary and administrative assistant to a cabinet level administrator who is responsible for major District-wide programs. Incumbents are required to have a good working knowledge of the programs and services of the programs and applicable District policies and procedures. Incumbents are expected to use initiative, to anticipate administrative support requirements, and to prepare work with considerable independence of action, using judgment within established precedents, guidelines, and parameters. Work produced at this level is expected to be professional and flawless for presentation to the Superintendent and Board.

**EXAMPLE OF DUTIES\***- The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Plan, organize, and manage the flow of work and communication assuring efficiency of assigned operations; anticipate need for information and initiate appropriate actions and processes. E
- Assist an administrator by planning, organizing, and participating in operations related to assigned responsibilities. E
- Maintain an understanding of the programs and functions of the division and their relation to the District as a whole. E
- Process administrative details not requiring immediate attention of the administrator. E
- Compile and initiate Board Agenda items for review by supervisor; prepare and assemble Board agenda items and reports. E
- Develop procedures to expedite transmittal of information, to assure records retention and retrieval, and to facilitate implementation of policies and programs. E
- Answer telephone, take messages, transfer calls; answer a variety of specialized procedural and policy questions. E
- Communicate by telephone and in person with site staff, public, and vendors; assist in maintaining contact and communication. E
- Understand, interpret, and explain laws, practices, departmental procedures, program guidelines, mandates, and options to staff, students, and parents. E
- Compose non-technical correspondence, which requires an understanding of the department; draft correspondence and reports for administrative editing, review, and approval. E
- Compile information for master schedules, calendars, and reports from records maintained. E
- Schedule appointments; set up meetings and arrange travel itinerary for administrators, staff, parents, and guests; process registrations, obtain monetary advances, and prepare expense report; arrange and serve refreshments at meetings; exercise discretion in scheduling and rearranging appointments, and meetings. E
- Maintain the confidentiality of confidential and privileged information. E

- Take dictation and attend meetings to take minutes of business and discussion; transcribe dictation and compose minutes from short hand notes (some positions). E
  - Enter data in computer terminal/microcomputer; use advanced and specialized word-processing, spreadsheets, database, and specialized software; edit, format, and manipulate data to generate documents and reports. E
  - Keyboard reports, forms, correspondence, lists, labels, statements, time reports, absence certificates, envelopes, and similar documents; design charts and graphics. E
  - Open, read, sort, and distribute mail; assemble background information to accompany mail.
  - Operate office equipment such as photocopier, calculator, computer terminal/microcomputer, keyboard, typewriter, and related equipment. E
  - Create and maintain files; develop and maintain follow up and tickler systems. E
  - Post, research, monitor, and review budget account activity and maintain balances. E
  - Prepare and maintain employee payroll-related time, leave, and absence reports. E
  - Inventory and order office supplies; prepare work orders. E
  - Attend in-service meetings.
  - Call for service or maintenance for office equipment.
  - Review information for completeness and correctness; screen and evaluate information against established criteria.
  - Perform related work as assigned. E
- \* Tasks statements coded with the letter “E” are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

## QUALIFICATIONS

<b>Knowledge of:</b>	<b>Ability to:</b>
<ul style="list-style-type: none"> <li>• Advanced office methods, practices, and procedures, including filing systems, business correspondence and reporting formats and business telephone techniques</li> <li>• General operations and practices of an administrative office</li> <li>• General methods and practices of budget preparation and financial record keeping</li> <li>• Modern office equipment</li> <li>• English usage, spelling, grammar, and punctuation</li> <li>• Business mathematics</li> <li>• Operation of computer terminals/microcomputers and applicable systems for text processing, record keeping, presentation, and data base maintenance</li> <li>• Applicable state laws, District policies, procedures, and other regulations governing the area of assigned responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• Operate a microcomputer/computer terminal with efficiency and use keyboard accurately and efficiently (approximately 60 words per minute)</li> <li>• Take dictation accurately using shorthand or keyboard and transcribe accurately (approximately 90 words per minute) (some positions)</li> <li>• Plan and organize the work of an administrative office</li> <li>• Perform highly skilled clerical and secretarial work</li> <li>• Use standard office, spreadsheet and specialized software proficiently to design, format, edit, and manipulate data</li> <li>• Collect, interpret, and exercise judgment in organizing and compiling data</li> <li>• Devise, compile, and maintain accurate filing systems and records</li> <li>• Devise and adapt work procedures and record keeping systems</li> <li>• Initiate and compose correspondence independently</li> <li>• Make mathematical calculations with accuracy</li> </ul>

	<p><b>Ability to: (cont.)</b></p> <ul style="list-style-type: none"> <li>• Read, understand, interpret, and apply with judgment rules, regulations, policies, and other difficult written materials in a wide variety of situations and applications</li> <li>• Communicate effectively, both orally and in writing, displaying tact, patience, and judgement</li> <li>• Proofread for the correct spelling, grammatical and punctuation errors</li> <li>• Maintain confidentiality of sensitive or privileged information</li> <li>• Understand and carry out oral and written instructions</li> <li>• Establish and maintain an effective working relationship with those contacted in the course of work</li> </ul>
--	--

**TRAINING AND EXPERIENCE** - Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is advanced journey-level secretarial experience in an administrative office which involved a high level of public contact and considerable independence of action; or one year of experience at or equivalent to the level of Office Specialist in the MBUSD wherein the incumbent has acquired the knowledges and abilities listed above.

**PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

<b>PHYSICAL DEMANDS</b>	<b>ASSOCIATED TASKS</b>
<p><b>Vision:</b> (which can be corrected)</p> <p>Read small print</p> <p>View a computer screen for prolonged periods</p>	<p><b>To perform tasks such as to:</b></p> <p>Read and prepare correspondence and reports</p> <p>Perform data entry and compose correspondence</p>
<p><b>Hearing:</b> (which can be corrected)</p> <p>Understand speech over a telephone</p> <p>Understand speech during public meetings</p>	<p><b>To perform tasks such as to:</b></p> <p>Answer telephones, take messages, and schedule meetings</p> <p>Take minutes and attend in-service meetings</p>

<p><b>Speech:</b></p> <p>Speak with a level of proficiency and volume to be understood over a telephone</p> <p>Speak with a level of proficiency and volume to be understood</p>	<p><b>To perform tasks such as to:</b></p> <p>Answer telephones, take messages, and schedule meetings</p> <p>Communicate with staff, sites, public, and vendors</p>
<p><b>Upper Body Mobility:</b></p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward</p> <p>Use hands and arms to lift objects</p> <p>Turn, raise, and lower head</p>	<p><b>To perform tasks such as to:</b></p> <p>Perform data entry; take shorthand</p> <p>Reach for reference materials</p> <p>File and retrieve records</p> <p>Look from computer screen to desk top</p>
<p><b>Lower Body Mobility:</b></p> <p>Sit for prolonged periods of 2 hours</p>	<p><b>To perform tasks such as to:</b></p> <p>Compose correspondence and perform data entry</p>
<p><b>Strength:</b></p> <p>To lift, push, pull, and/or carry objects which weigh as much as 5 pounds on a frequent basis</p>	<p><b>To perform tasks such as to:</b></p> <p>Pick up reference books, binders, and reports</p>
<p><b>Environmental Requirements:</b></p> <p>Constant work interruptions</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside</p>	<p><b>To perform tasks such as to:</b></p> <p>Respond to telephone calls and answer questions from vendors, staff, and public</p> <p>Perform all duties with limited supervision</p> <p>Coordinate meetings and resolve problems</p> <p>Perform all duties in an office setting</p>
<p><b>Mental Requirements:</b></p> <p>Read, write, understand, and apply moderately complex information</p> <p>Math skills at a high school level</p> <p>Comparing</p> <p>Compiling</p> <p>Coordinating</p>	<p><b>To perform tasks such as to:</b></p> <p>Prepare Board and budget reports</p> <p>Prepare budget and expense reports; maintain time and absence records</p> <p>Review reports for accuracy</p> <p>Gather data and prepare reports</p> <p>Schedule meetings, reserve facilities, and schedule transportation</p>

<b>Mental Requirements: (cont.)</b>	<b>To perform tasks such as to:</b>
Judgment	Maintain confidentiality of privileged information
Learn quickly and follow written/verbal procedures and standards	Perform all duties without constant monitoring
Decision-making	Prepare itinerary and keep master calendar
Place information in order of importance	Accomplish duties in a timely and organized manner
Listen	Understand concerns of staff, public, and vendors
Demonstrate	Explain office procedures
Write/compose at a moderate level	Compile reports and correspondence

**Other Conditions of Continued Employment:**

- Demonstrate fluency and literacy in English
- Participate in employer mandated training and retraining programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreement

Adopted: 10/26/95  
 Retyped 2000 A. Kahler  
 PR 3/7/02 K. Hall