

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Administrative Secretary (Confidential)

DESCRIPTION OF BASIC RESPONSIBILITIES

To perform a wide variety of responsible secretarial and clerical services for an administrator(s) and/or District program(s).

SUPERVISOR: Administrator

TYPICAL DUTIES:

1. Greet visitors, answer telephone calls, provide information regarding departmental and school programs and other related activities.
2. Prepare a variety of reports and forms, including material of a confidential nature.
3. Assemble data and information for various reports and records, which may include statistical and arithmetical computations.
4. Prepare reports, correspondence, legal documents, and other highly technical and specialized materials.
5. Distribute memos and reports, maintain correspondence, as well as records and other departmental documents.
6. Plan, organize and coordinate activities to relieve supervisor of routine details.
7. Interview and screen callers and visitors and provide information concerning District policies and procedures or direct to appropriate personnel.
8. Communicate with District personnel or parents on confidential or sensitive issues according to established guidelines and procedures.
9. Assure timely communications between assigned office and other departments and agencies.
10. Prepare Board agenda items and related materials.
11. Research and compile information and compute statistical data for federal, State and District reports and special projects as assigned.
12. Schedule meetings, conferences and appointments, with site, District, or other personnel, maintain calendar, arrange and schedule travel accommodations as necessary.
13. Maintain comprehensive records and prepare reports and files including those of a confidential nature.
14. Type and maintain negotiations related correspondence, proposals, and contracts.
15. Attend a variety of meetings, prepare and send out notices, collect and compile information, record proceedings using dictation skills, transcription equipment or computer notebook and prepare and distribute minutes.
16. Receive and screen calls, exercise judgment to determine importance or urgency, and provide information or direct inquires to appropriate personnel.
17. Respond to requests from District personnel, parents and the public regarding District policies and procedures related to the assignment.
18. Compose correspondence independently or from oral instructions, prepare letters, memoranda and forms, and duplicate a variety of documents.

19. Maintain financial and statistical records as required by the assignment.
20. Provide information to others and serve as a resource for assigned program or function.
21. Receive, screen and distribute mail, install and revise filing systems and other clerical procedures and other departmental supplies.
22. May be required to supervise clerical or other support personnel as assigned.
23. Assist in the preparation and monitoring of department or program budgets.
24. Perform other related duties similar to the above as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Modern office procedures and practices, including filing systems, receptionist and telephone techniques, and letter and report writing.
- Proper English usage, spelling, grammar and punctuation.
- Laws, regulations, and policies governing a school district.
- Office operations, procedures, rules and precedents.
- Operation of office machines including computer equipment, related software, and data entry techniques.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Policies and objectives of assigned program and activities.
- District organization, operations, policies and objectives.

Ability to:

- Perform responsible work involving independent judgment often with little direction.
- Determine appropriate action within clearly defined guidelines.
- Meet various schedules and timelines.
- Answer telephones, greet the public and district staff tactfully and courteously, and give accurate information about the district and department.
- Understand and carry out oral and written directions.
- Maintain and prepare confidential and/or sensitive records and reports.
- Organize and prepare comprehensive and complex reports.
- Train and provide work direction to others as assigned.
- Assemble, organize and prepare data for records and reports.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Learn District organization, operations, policies and objectives.
- Interpret, apply and explain department regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent.
- Five (5) years of increasing responsible and varied clerical experience requiring public contact, preferably in a school district.
- TB test clearance.
- Drug test clearance.
- Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Sitting for extended periods of time.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.
- Hearing and speaking to exchange information in person or on the telephone.