

ADMINISTRATIVE SECRETARY - CONFIDENTIAL

Purpose Statement:

The job of Administrative Secretary - Confidential is done for the purpose/s of under the direction of the Superintendent, providing a wide variety of secretarial and administrative support to the superintendent; providing information to staff and the public; creating, processing and maintaining student records; maintaining confidentiality of sensitive collective bargaining information.

Essential Functions

- Attends Roundtable meetings (e.g. agendas, minutes, supporting materials, arrangements for special meetings, etc.) for the purpose of providing secretarial and administrative support for meetings.
- Informs personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- Maintains a variety of confidential files and records (e.g. student records, etc.) for the purpose of ensuring accuracy of materials and complying with all federal/state/district regulations.
- Orders office supplies and materials for the purpose of ensuring adequate inventory within budgetary guidelines.
- Prepares various reports and related documents (e.g. letters, reports, statistical data, memos, awards, lists, etc.) for the purpose of providing documentation and information to others.
- Processes student records (e.g. to or from outside districts, enter student information, mail student records, search microfilm/microfiche records for former students, etc.) for the purpose of disseminating information to appropriate parties and in accordance with established procedures.
- Processes travel requests (e.g. reviews for accurate account numbers, signatures, compiles packets for attendees, etc.) for the purpose of ensuring that information is accurate and within established guidelines.
- Responds to inquiries from visitors and answers telephones for the purpose of providing information regarding District programs, policies, procedures and regulations and/or providing direction.
- Supports the Superintendent for the purpose of providing assistance with their administrative functions.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; performing standard bookkeeping/accounting procedures; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: procedures/rules for processing student records, applicable sections of the State Education Code; concepts of grammar and punctuation; standardized accounting/bookkeeping principles

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality, meeting deadlines and schedules; setting priorities; working as part of a team; working with constant and sustained interruptions; working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-Employment Drug Screening
 Pre-Employment Proficiency Test
 Pre-Placement Physical Exam

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
 Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

4/24/2002

Salary Grade

Confidential 23