

**SECTION CENTRAL ADMINISTRATION**

**AREA CLASSIFIED PERSONNEL**

**TITLE: Executive Secretary**

**QUALIFICATIONS:**

1. Considerable responsible secretarial experience.
2. Alternative or additional qualifications which provide the following knowledge, abilities and skills:
  - a. Thorough knowledge of secretarial practices and procedures.
  - b. Thorough knowledge of business English, spelling, arithmetic and vocabulary.
  - c. Thorough knowledge of modern business equipment, practices and procedures.
  - d. Considerable knowledge of general administrative operations and organization.
  - e. Ability to make responsible decisions in accordance with established policies and procedures.
  - f. Ability to prepare effective correspondence and to perform office management details without referral to a supervisor.
  - g. Ability to maintain effective working relationships with high-level officials, department heads, employees and the public.
  - h. Ability to recognize and maintain confidentiality of materials that are entrusted to him/her for processing.

**REPORTING RESPONSIBILITY:**

The Executive Secretary is directly responsible to the appropriate administrator.

**SUPERVISORY RESPONSIBILITY AND AUTHORITY:**

The Executive Secretary may be assigned responsibility for supervising subordinate clerical personnel in the office.

**JOB GOAL:**

The Executive Secretary is responsible for providing secretarial services to the appropriate administrator. These services include the following:

1. Relieving the administrator of important administrative details.
2. Communicating with the public and staff.

3. Exercising considerable independent judgment, initiative and discretion based on a knowledge of administrative policies and procedures.

**TERMS OF EMPLOYMENT:**

Twelve month contract. Benefits as described in Policy 4931, Benefits – District-Wide and Central Office Non-Instructional Personnel.

**PERSONAL EVALUATION:**

The Executive Secretary shall be evaluated in writing by the appropriate administrator at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description. See Policy 4022, Evaluation of Staff.

**PERFORMANCE RESPONSIBILITIES:**

1. Receives telephone calls and visitors; ascertains nature of business and directs calls and visitors to appropriate person.
2. Schedules appointments.
3. Arranges and confirms meetings.
4. Makes travel arrangements.
5. Performs a variety of administrative tasks in relieving the administrator of important details.
6. May supervise subordinate clerical personnel of the office.
7. Composes correspondence; types a variety of reports and materials from rough copy, stenographic notes or dictation machine.
8. Prepares special reports from source material in files.
9. Develops and maintains an efficient and comprehensive filing system which includes confidential materials.
10. Performs other duties incidental to the office or as assigned by the appropriate administrator.