

## ORANGE UNIFIED SCHOOL DISTRICT

### EXECUTIVE SECRETARY II

#### DEFINITION

Under direction, to perform complex and responsible secretarial and clerical functions; to relieve an executive level administrator of clerical and administrative detail by coordinating, organizing, leading and participating in the various operational aspects of the administrator's assignment; and to do other related work as required.

#### ESSENTIAL DUTIES

- Serve as a personal secretary and office management aide dealing with a variety of sensitive and privileged matters.
- Coordinate and lead the staff activities of the executive level administrator's office, including the organization, planning, layout, and development of work accomplishment time lines.
- Prepare or coordinate the preparation of information and data requested for administrative review.
- Attend meetings and conferences as requested and take and transcribe notes into summary form.
- Take and transcribe correspondence, memoranda, reports, and other communicative documents that include technical terminology requiring a familiarity with legal mandates, policies, regulations, and operational procedures affecting the administrator's functional responsibilities.
- Interpret policies, regulations, and operational procedures to those persons contacting the executive level administrator's office either by telephone or through personal visitation.
- Act as a receptionist and office management aide to the executive level administrator, including the answering of routine inquiries and correspondence, maintaining an action calendar, scheduling appointments, conferences and meetings, and a variety of other operational details.
- Establish and maintain complex manual and automated alphabetical, numerical, and subject matter files and data that may include sensitive and privileged data.
- Utilize modern office equipment, including micro-computers, computer terminals and related application software.
- Coordinate, organize, lead, monitor, and provide technical input into the performance evaluation of the office clerical staff.
- Assist with budget planning and expenditure control procedures.
- Assist with a variety of personnel management activities, including the preparation of time reports, certification follow-up, personnel recruitment and selection processes, and other similar functions and activities.
- Plan, organize and coordinate the preparation of the materials and documents pertaining to the Governing Board meeting agenda.

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**QUALIFICATIONS**

Knowledge of:

Procedures, methods, strategies, and techniques pertaining to the operation of an executive level administrator's office;

Modern office practices, trends, and procedures, standard office equipment and modern data management, storage, and retrieval systems;

Legal mandates, policies, regulations, and procedures which govern the administrator's operational processes;

English usage, spelling, grammar, and manuscript and report formatting;

Effective and efficient communication techniques, strategies, and procedures;

Safe working methods and procedures.

Ability to:

Coordinate, organize, direct and monitor the clerical functions of the administrator's office;

Effectively and efficiently perform highly responsible, and technical clerical, secretarial, and advanced administrative aide functions and activities;

Compile data and information, and prepare comprehensive reports;

Communicate effectively in oral and written form;

Establish and maintain a complex data management, storage, and retrieval system, using micro-computers and computer terminals;

Type or keyboard enter at a net corrected speed of 50 words per minute;

Take and transcribe dictation, or use transcription equipment to accurately and efficiently produce a variety of printed informational material and data;

Understand and carry out oral and written directions;

Establish and maintain cooperative relationships and maintain a calm and tactful office atmosphere.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

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**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four years of highly responsible executive secretarial experience, preferably in an educational organization.

Education:

Equivalent to the completion of the twelfth grade, supplemented by course work or training at the community college level in office management, advanced secretarial skill areas, public relations, or related areas.