



EXECUTIVE SECRETARY

DEFINITION:

Under general direction, serves as confidential secretary to a Cabinet member; plans, organizes, supervises and participates in highly skilled secretarial operations related to administrator's assigned responsibilities; relieves administrator of administrative details, and does other related work as assigned.

DUTIES:

Transcribes dictation tapes, voice mail, and verbal messages; answers correspondence independently; maintains administrator's calendar; processes administrative details not requiring immediate attention of the administrator; serves as the department office manager; collects and compiles information; develops procedures to give information; facilitates implementation of policies and programs; assists in preparing information for the budget; reviews and updates policy manuals; prepares agendas and other information for meetings and conferences; attends meetings and prepares minutes and summaries of actions taken; assists in maintaining contact and communications with individuals, groups and associations within the community and assists in coordinating communications with other offices in the District; possesses and uses strong interpersonal skills; provides information where judgment, knowledge and interpretation of policies, procedures, and regulations are necessary; receives complaints and takes steps to see that they are adjusted; prepares drafts and/or final reports of financial and statistical data by finding, assembling, and summarizing information; maintains control file of matters in progress and expedites their completion. May serve as notary public. Assists in preparation and proof reading of letters, documents, Board agendas, and substitutes in the absence of Board/Superintendent secretary. Performs specialized duties particular to the department to which assigned.

EMPLOYMENT STANDARDS:

Knowledge of

- modern office methods and equipment including Technology, filing systems, receptionist and telephone techniques, letter and report writing, and proofreading
- correct English usage, spelling, grammar, punctuation and arithmetic
- rules, regulations, laws and policies governing District operations

Ability to

- organize an effective and efficient office
- assume responsibility and exercise sound judgment and discretion
- interpret and explain rules and policies and communicate effectively with administrators, teachers, employees and the public
- prepare and edit reports and other materials
- compose written communications independently
- transcribe dictation tapes, voice mail, and verbal messages
- use computer and multiple programs, i.e. Word, Access, Outlook email, Filemaker Pro, Excel Internet
- type at a corrected speed of 60 words per minute preferred
- establish and maintain effective relationships with others
- obtain a notary certificate

Experience

- five (5) years of increasingly responsible secretarial work, including one year in an educational setting

Education

- equivalent to completion of twelfth grade plus additional course work in secretarial field

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required

by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

9/01

Range: Conf. Salary Schedule