

Oak Grove School District

JOB TITLE: Executive Division Secretary (Confidential)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist an administrator by planning and organizing administrative support activities, coordinating communications, and performing responsible and complex secretarial duties. Employees in this classification receive limited supervision from a District administrator and within a broad framework of policies and procedures. Employees in this classification may oversee, and coordinate the work of others. Employees assist and act in a confidential capacity to persons who formulate, determine, and effectuate management policies in the field of labor relations and/or have access to confidential information concerning anticipated changes which may result from collective bargaining negotiations. This job class requires initiative and exercises independent judgment in the application and follow through on administrative decisions and policy making.

TYPICAL DUTIES

Processes administrative details not requiring the immediate attention of a senior administrator

Executes varied and responsible secretarial duties to assist in the processing and completion of administrative operations for assigned administrator

Coordinates and prioritizes work flow within operational unit and in conjunction with other units and agencies

Compiles materials, statistical data, and comprehensive reports necessary for initial bargaining proposal development and contract negotiations

Acts as information source regarding the District's policies, procedures, and objectives; receiving and interviewing callers and giving out information where judgment, knowledge, and interpretations are utilized

Takes official minutes or conference dictation, using experience and judgment

Takes and edits dictation that requires a substantial amount of technical terminology, organization knowledge, and familiarity with laws, policies, and procedures

Prepares letters, reports, contracts, and manuscripts, accurately, in proper form and layout

Compiles agenda materials, curriculum guides, comprehensive reports, statistical data, and varied information into final drafts for administrative approval

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Arranges committee and other meetings; preparing agendas, minutes, and summaries of actions taken

Assists in coordinating communications within and outside the District regarding administrative and operational functions

Coordinates, supervises, and monitors special projects, assignments, and activities as assigned

Maintains control files on matters in progress and expedites their completion

Arranges appointments, schedules, and itineraries for assigned administrators

Compiles and organizes information for the preparation of special reports as assigned

Determines office forms and procedures following general instructions

Establishes and maintains varied and complex filing and data collection systems

Performs other related duties

MINIMUM QUALIFICATIONS

Knowledge of proper office methods and practices, including filing systems, business correspondence, receptionist techniques, and report writing

Knowledge of proper English usage, grammar, spelling, vocabulary, and punctuation

Skill to take and accurately transcribe dictation and texts of meetings by shorthand or transcription equipment at a level required for successful job performance

Skill to type accurately at 55 words per minute from clear copy

Ability to learn to operate word processing software with speed and accuracy

Skill to interpret and apply District's and assigned operational unit's policies, procedures, rules, and regulations

Skill to communicate tactfully and effectively in both oral and written form

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Skill to establish and maintain a variety of complex record keeping and data collection systems

Skill to analyze situations and make decisions in procedural matters without immediate supervision

Skill to understand and independently carry out complex oral and written instructions

Knowledge of basic school district functions; policies, rules, and regulations

Skill to interpret and apply general policies and procedures to individualized and specific situations

Skill to operate standard office equipment with speed and accuracy

Skill to prioritize and coordinate work flow and time lines

Skill to establish and maintain effective work relationships with those contacted in the performance of required duties