

**JOB TITLE: ADMINISTRATIVE SECRETARY**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To perform a wide variety of responsible and complex secretarial/stenographic functions as well as routine administrative tasks for a major operational unit or special program area. Employees in this classification receive limited supervision from an administrator or his/her designate and within a framework of policies and procedures. This job class exercises independent judgment and problem solving skills in the interpretation and application of the regulations and procedures as they relate to specific programs and special cases.

**TYPICAL DUTIES**

- Processes administrative details not requiring immediate attention of administrator/director
- Composes and types letters, memos, bulletins, agendas and reports, including materials of a confidential nature, from rough drafts, transcribing machines, shorthand notes, or verbal instructions
- Takes and transcribes dictation including minutes from meetings and confidential material
- Receives and interviews callers and gives out information where judgment, knowledge, and minor interpretation of policies, procedures, and regulations are necessary
- Establishes, maintains, and/or monitors bookkeeping and record keeping system(s) for operational unit
- Assists in preparing information for the operational unit's budget request
- Establishes and maintains complex and varied filing and data collection systems for specialized programs such as work orders, inventories, attendance, governmental funding
- Receives complaints and initiates action to resolve the problem
- Arranges appointments, schedules, and itinerary for unit administrator(s)
- Arranges and schedules a variety of meetings; notifying participants, confirming dates and times, reserving facilities, and preparing necessary materials
- Maintains control files on matters in progress and expedites their completion
- Operates standard office machines
- Designs and/or maintains databases for appropriate departmental functions
- Compiles reports and data for studies; assists in organizing materials for publication or special projects

TYPICAL DUTIES (continue)

- Opens, sorts, routes mail
- Orders and issues supplies
- Performs other related duties as required

MINIMUM QUALIFICATIONS

- Knowledge of proper office methods and procedures
- Knowledge of proper English usage, grammar, spelling, vocabulary, and punctuation
- Knowledge of specific operations, policies, and procedures of assigned operational unit
- Skill to understand and carry out both oral and written instructions in an independent manner
- Skill to interpret and apply assigned operational unit policies and procedures
- Skill to type accurately at 50 words per minute from clear copy
- Skill to learn word processing District adopted computer programs (i.e., word processing, spreadsheet, database)
- Skill to take and transcribe dictation and texts of meetings by shorthand, notehand, or machine at a rate required for successful job performance
- Skill to operate a variety of office machines and equipment including calculator, adding machines, Dictaphone, duplicating equipment
- Skill to coordinate and prioritize work flow
- Skill to establish and maintain effective record keeping and data collection systems and to prepare related reports
- Skill to perform accurate mathematical calculations
- Skill to analyze situations and make decisions in procedural matters without immediate supervision
- Skill to communicate effectively in both oral and written form
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties