

Encinitas
UNION SCHOOL DISTRICT
Job Descriptions



ADMINISTRATIVE SECRETARY

DEFINITION:

Under general direction performs complex and highly specialized secretarial work by planning, organizing and participating in the operations of the department. Relieves administrator of clerical and administrative detail and performs other related work as assigned.

DUTIES:

Processes administrative details not requiring immediate attention of the administrator; takes dictation, revising as necessary to correct grammar or structure, types letters, reports and requisitions; collects and compiles information; provides information, facilitates implementation of policies and programs, organizes and schedules committee and other meetings, assists in preparing and monitoring budgets, reviews and updates policy and other manuals, attends meetings and prepares and distributes minutes and summaries of actions taken; assists in maintaining communication with individuals, groups and associations within the community, assists in coordinating communications with other offices in the District. Provides information regarding programs, policies, procedures and regulations, receives complaints and refers to the appropriate department, may schedule and maintain administrator's calendar, prepares draft and/or final reports by finding, assembling, and summarizing information and data; orders and issues supplies; may prepare Board of Trustee agenda items, may maintain employee attendance records. Receives, screens and directs mail, visitors and telephone calls. May direct the work of others. Establishes and maintains complex numerical, alphabetical and subject matter files.

EMPLOYMENT STANDARDS:

Knowledge of

- organization and management of office functions
- modern office methods and equipment including filing systems, receptionist and telephone techniques, letter and report writing, and proofreading
- correct English usage, spelling, grammar, punctuation, and arithmetic
- techniques in directing the work of others

Ability to

- establish and maintain cooperative working relationships
- perform complex secretarial and clerical involving independent judgement requiring thorough knowledge of District policies and rules and regulations, and selected sections of the Education Code and law.
- devise or adopt office procedures to changing organizational needs
- understand and carry out oral and written directions
- plan, organize, and direct the work of others
- use tact, diplomacy, discretion and confidentiality as necessary

- compose correspondence independently
- type at a corrected speed of 60 words per minute
- take dictation
- use computers

Experience

- three years of increasingly responsible and varied clerical experience, including at least one year of secretarial experience

Education

- equivalent to completion of twelfth grade including or supplemented by courses in typing, and office procedures.

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.

Range: 15 Rev: May 2001