

BUENA PARK SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY

DEFINITION

Under direction of the appropriate Assistant Superintendent, to perform complex and specialized secretarial and clerical functions; to serve as a personal secretary to an administrator providing relief from administrative and clerical detail; to organize and coordinate the staff activities of the administrator's office; and to do other related work as required.

EXAMPLES OF DUTIES

Serves as a confidential secretary and management aide; organizes and coordinates the clerical staff activities of an administrative unit, including planning, organization, layout and development of work accomplishment guidelines; coordinates the preparation of the component sections of the Board agenda; attends various meetings and takes and transcribes notes; prepares meeting minutes for editing and distributes minute summaries as required; requests information and data, reviews the data and compiles accurate and comprehensive reports and surveys; responds to inquiries by interpreting policies, regulations and operational procedures; attends to administrative and clerical detail utilizing initiative and good judgement; takes and transcribes dictation which may include technical terminology, requiring familiarity with legal mandates, policies and regulations; independently prepares for supervisor's review correspondence, memoranda, reports and a variety of other communicative subject matter that may include privileged and highly sensitive material; acts as the receptionist to the administrator, receiving and answering telephone inquiries and receiving and assisting office visitors; establishes and maintains complex and confidential files and records; maintains a calendar of activities and events, schedules appointments, conferences and meetings for the administrator; receives, sorts and routes mail and responds to routine correspondence; plans, develops and implements office procedures and working forms; assists in the budget planning and expenditure control process; may provide technical input pertaining to the performance evaluation of other clerical staff.

QUALIFICATIONS

Knowledge of:

Principles, procedures, methods, techniques and operations of a major administrative unit; modern office practices and equipment, including automated data management, storage and retrieval systems; public education goals and objectives, and the operational objectives of the specific areas of responsibility of the administrative unit; English usage, spelling, punctuation, grammar, and manuscript and report formatting; legal mandates, policies, regulations, and operational procedures which govern the activities of an administrative unit; communication techniques, strategies and procedures.

Ability to:

Coordinate, organize, and schedule administrative and clerical functions and activities; Effectively and efficiently perform responsible secretarial and administrative aide functions; compile and prepare accurate and comprehensive reports; effectively communicate in oral and written form; establish and maintain a variety of complex, privileged and sensitive files and records; type at a net corrected speed of 60 words per minute; take and transcribe dictation accurately at a speed of 100 words per minute; make arithmetical calculations with speed and accuracy; understand and carry out oral and written directions; establish and maintain cooperative working relationships; perform essential functions of the job with or without reasonable accommodation.

EXPERIENCE

Four years of responsible executive or administrative secretarial experience, including one year in a lead or supervisory capacity.

EDUCATION

Equivalent to the completion of the twelfth grade, supplemented by training or course work in business office management, organization and supervision, and related technical skill areas.

LICENSE REQUIREMENT

Possession of a valid California Motor Vehicle Operator's License.

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier.