

Alameda Unified School District  
2200 Central Avenue  
Alameda, CA 94501

**JOB DESCRIPTION**

**TITLE OF POSITION**

Administrative Secretary, Educational Services  
(Confidential-Management)

**QUALIFICATIONS**

Equivalent to completion of the twelfth grade.  
Demonstrates knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing and office equipment. Proficient in English usage, spelling grammar and punctuation.  
Types at a speed of 60 words per minute from ordinary manuscript or from printed or typewritten matter.  
Operates a work processor PC computer or computer terminal with speed and accuracy.  
Takes dictation at a speed of 100 words per minute and transcribes it accurately or is proficient in use of dictation equipment.  
Four years of increasingly responsible secretarial and clerical experience, preferable including some experience in a school district.  
Performs difficult clerical, secretarial and technical work involving independent judgment and requiring accuracy.  
Demonstrates knowledge of District policies, rules, regulations and procedures.  
Deals effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.  
Ability to learn, interpret and apply laws, school district policies rules and regulations.  
Learns quickly the procedures of the Assistant Superintendent's office.  
Understands and carries out complex oral and written instructions.  
Complies and organizes reports and memoranda.

**REPORTS TO**

Assistant Superintendent

**JOB GOAL**

Under general direction, to serve as Administrative Assistant to the Assistant Superintendent, relieving him/her of administrative and clerical details; to perform highly complex and responsible clerical work; and to do related work as required.

**PERFORMANCE RESPONSIBILITIES**

Performs a variety of clerical, secretarial and technical duties such as establishing and maintaining comprehensive files in support of the Assistant Superintendent.

Assists the Assistant Superintendent/District Compliance Officer in the investigation and timely resolution of formal complaints and incidents.

Assists the Assistant Superintendent by researching, compiling and preparing background materials and information for board, cabinet and staff meetings.

Assists school site administrators in interpreting personnel or program policies, district rules and procedures and regulations.

Able to work independently and initiate work as well as determine priorities and delegate to appropriate staff.

Coordinate, compile and submit the Office of Civil Rights (Federal) Compliance Report

Handle routine administrative details on special matters assigned by the Assistant Superintendent.

Respond to correspondence, on own initiative, on matters not requiring personal responses by the Assistant Superintendent.

Opens. Reads and routes mail and marks important sections of mail for attention of the Assistant Superintendent.

Takes dictation and transcribes stenographic notes.

Types reports, memoranda and other documents.

Compiles and writes reports in accordance with written or oral instructions.

Maintains special confidential correspondences and administrative files.

Be responsible to conduct initial interviews in person or on telephone with students, teachers and parents. And either answer questions, refers to an appropriate staff member, or makes appointments with the Assistant Superintendent.

Respond to complaints to resolve at the lowest level, or refer matters to appropriate staff member.

Deals tactfully and courteously with the public, employees and other officials.