

Oak Grove School District

JOB TITLE Administrative Secretary (Confidential)

To perform a wide variety of responsible and complex clerical, typing, record keeping and routine administrative functions in the operation of Human Resources Division. Employees in this classification receive limited supervision from a department administrator or his/her designate and within a framework of standard policies and procedures. 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, and exercises independent judgment and problem solving skills. This job class requires the successful coordination of a variety of tasks and details from the initiation of a relevant procedure to its completion.

TYPICAL DUTIES

- Performs a wide variety of Human Resources' program services and processes administrative details not requiring immediate attention of administrator
- Inputs and tracks a wide variety of information, including confidential data, into computerized record keeping/data processing system(s)
- Creates and maintains database for certificated and designated classified employees and substitutes
- Monitors daily substitute assignments, utilizing a computerized substitute system, and ensures integrity of data
- Conducts/facilitates training for substitutes, employees and administrators as needed
- Composes and types letters, memos, seniority lists, directories, purchase orders, agendas, newsletters, etc., from oral direction, rough draft, copy notes or transcribing machine recordings
- Receives complaints and initiates action to resolve the problem
- 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 complex and varied files and records (including confidential) for specialized functions within an operational unit
- Arranges appointments, schedules and itinerary for unit administrator(s)

TYPICAL DUTIES (cont.)

- Arranges and schedules a variety of meetings; notifying participants, confirming dates and times, reserving facilities and preparing necessary materials
- Collects, compiles and summarizes a variety of specialized data as it relates to Human Resources Division and distributes finalized information
- Serves as needed on negotiations' teams
- Performs related duties as required

MINIMUM QUALIFICATIONS

- Knowledge of proper office methods and procedures including correct letter and report writing and proper telephone techniques
- Knowledge of proper English usage, grammar, spelling, vocabulary and punctuation
- Knowledge of basic functions, procedures and activities of assigned program or operational unit
- Skill to learn the specialized operations, procedures, policies and requirements of Human Resources
- Skill to understand and carry out both oral and written instructions in an independent manner
- Skill to type accurately at 50 words per minute from clear copy
- Skill to perform arithmetical calculations accurately
- Skill to coordinate and prioritize work flow
- Skill to establish and maintain efficient record keeping/filing systems and prepare reports
- Skill to interpret and apply District's and Human Resources Divisions' policies, procedures, rules and regulations
- Skill to coordinate activities and details and maintain efficient schedules of events
- Skill to analyze situations and take appropriate action regarding routine procedural matters without immediate supervision
- Skill to operate a variety of standard and specialized office machines and equipment such as calculator, computer terminal, copying equipment, laminator, etc.

Administrative Secretary (confidential)

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

MINIMUM QUALIFICATIONS (cont.)

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

May require:

- Skill to take and transcribe accurately dictation and texts of meetings by shorthand, notehand, or dictating machine