

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Secretary III, Confidential

QUALIFICATIONS

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

EXPERIENCE: Three years of responsible specialized secretarial experience, preferably in an educational organization.

KNOWLEDGE OF: Principles, procedures, methods, techniques and operations of an administrator's office; 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 administrator; correct English usage, spelling, punctuation, grammar, and manuscript and report formatting, and arithmetic concepts; legal mandates, policies, regulations, and operational procedures which govern the activities of the administrator's office; communication techniques, strategies and procedures; basic techniques and strategies of planning and organization; effective reception and/or telephone techniques, correspondence, report writing and proofreading; standard office machines and equipment, including transcription and word processing equipment.

ABILITY TO: Effectively and efficiently coordinate, organize and perform complex and technical secretarial and accounting functions and activities using independent judgment, and requiring speed and accuracy; compile and prepare accurate, concise and comprehensive narrative and statistical reports; investigate, search and locate sources of information; effectively communicate in oral and written form; establish and maintain a variety of complex, privileged and sensitive files and records which may include budget; type at a net corrected speed of 60 words per minute; transcribe accurately at a speed of 90 net words per minute; type from rough drafts, notes and be proficient in the operation of electronic dictation equipment; capable operation of word processing equipment and/or computer terminals; make arithmetical calculations with speed and accuracy; understand and carry out oral and written directions; serve as an administrative aide by receiving and responding to inquiries from either office visitors or from telephone contacts; establish and maintain cooperative working relationships.

PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of more than one manager/supervisor, the Secretary III, Confidential performs highly complex, specialized and responsible secretarial, clerical and accounting functions; relieves the manager/supervisor of clerical detail; and does other related work as required.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Secretary III, Confidential's job performance will be as follows:

1. Duties as Confidential Secretary III will have been effectively performed.
2. Effective work accomplishment guidelines, including planning, organization, layout and development, will have been competently developed and implemented.
3. The preparation of division components of Board of Education agendas will have been effectively coordinated.
4. Notes and minutes from assigned meetings will have been accurately taken and transcribed, and distributed in a timely manner.
5. Reports and surveys will have been accurately and comprehensively compiled, reviewed and prepared.
6. District and division policies, regulations and operational procedures will have been appropriately interpreted.
7. Administrative, clerical and accounting details will have been effectively managed and coordinated.
8. Correspondence, memoranda, reports, including privileged and highly sensitive material, will have been independently prepared for review by the supervisor.
9. Assistance will have been appropriately rendered to visitors and callers to the division offices.
10. An efficient system of data storage and retrieval, both electronic and traditional files and records will have been effectively developed, implemented and maintained.
11. Appropriate calendar(s) of activities, events, appointments, conferences and meetings will have been effectively established, monitored and maintained.
12. Incoming correspondence will have been efficiently received, sorted, routed and, in the case of routine matters, promptly responded to.
13. Office procedures and working forms will have been competently planned, developed and implemented.
14. Timely and effective communications regarding incidents and/or situations which might impact the district, its divisions or its schools will have been consistently provided to appropriate district office/school personnel.
15. Active and consistent efforts will have been made to maintain or improve the external and internal image of the district, its divisions and its schools.
16. Other duties assigned by the supervisor will have been effectively accomplished.