

Position: Administrative Secretary, Human Resources	
Department/Site: Human Resources	FLSA: Non-Exempt
Evaluated by: Assistant Superintendent or designee	Salary Schedule: Confidential

### Summary

Performs regular, recurring, yet moderately complex secretarial and administrative support duties, including but not limited to reception, transcription of documents in established formats, maintenance of document filing and retrieval systems, and basic record keeping.

### Distinguishing Characteristics

This is the first level Administrative Secretary position, requiring High School plus three years closely related experience. Advancement to Administrative Assistant will require additional experience, and/or formal training, exceptional command of word processing and spreadsheet software, database, graphics media, the ability to coordinate projects requiring information from other sources and service to a broader scope function or department. Advancement from Office Specialist position requires demonstrated competency in word processing and spreadsheet software in addition to the minimum qualifications listed below.

### Essential Duties and Responsibilities

- Performs secretarial and clerical duties involving application of learning from prior experience and the use of independent judgment and an understanding of departmental functions and procedures.
- Develops and maintains a working knowledge of special terminology related to the function to which assigned.
- Types from rough drafts or verbal instructions a variety of materials such as letters, negotiation proposals, memorandas, agendas and statistical data, including privileged and highly sensitive material.
- Initiates and answers telephone calls. Schedules appointments. Explains general program policies and procedures within the scope of authority. Provides information of a general nature.
- Indexes and files correspondence, reports and other material according to predetermined breakdowns. Maintains filing system in order.
- Prepares invoices and requisitions as needed
- May order office supplies, awards and meals for meetings and other scheduled or special events.
- Opens all incoming mail, sorts and distributes to the appropriate department or designee.

- Composes routine correspondence independently as appropriate and maintains confidentiality as required.
- Serves as back-up to the Administrative Assistant as a recorder at negotiation sessions, preparing agendas and minutes
- May assist in preparations for negotiations
- Prepare and process documents and information relating to collective bargaining activities including employee relations and negotiations; maintain confidentiality regarding issues related to negotiations and other collective bargaining matters.
- Performs as backup for the Administrative Assistant of Human Resources when necessary.

### Qualifications

#### **Knowledge and Skills**

Requires a well-developed working knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires thorough knowledge of proper English usage, grammar, spelling, and punctuation. Must be skilled in using and troubleshooting various standard office machines, including personal computers with word processing, spreadsheet, and presentation graphics.

#### **Abilities**

Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to perform office and secretarial work with speed and accuracy. Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions and special department terminology to relieve an administrator or program director of certain administrative details. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with students, staff, and the public using courtesy, and in a manner that reflects positively on the department and the District

#### **Physical Abilities**

Requires sufficient hand/eye coordination and manual dexterity to keyboard at an advanced rate (about 60 wpm). Requires sufficient visual acuity to recognize words letters and numbers. Requires auditory ability to carry on conversations over the phone and in person. Requires ambulatory ability to retrieve work materials.

#### **Education and Experience**

The position requires post high school course work in secretarial science or a related business field plus a minimum of two years of progressively responsible experience in a secretarial capacity. Additional experience may substitute for higher education.