

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE SECRETARY I

BASIC FUNCTION:

Under the direction of an assigned supervisor, take responsibility for a variety of advanced-level secretarial and administrative assistance duties; organize and coordinate office workflow and communications in support of complex District programs; train and provide work direction to clerical personnel as assigned.

REPRESENTATIVE DUTIES:

Organize and manage the day-to-day activities of an administrative office assuring efficiency of the office operations; coordinate communications; assist the administrator with administrative details.

Maintain an understanding of the programs and functions of the department and their relation to the District operation as a whole; establish and assess work priorities to assure the timely completion of projects and assignments.

Create from rough draft or verbal instructions a variety of written materials including but not limited to correspondence, agendas, flyers, bulletins, forms, lists, packets, memoranda, calendars, requisitions, records, reports, confidential material, maintenance memos, schedules, and school programs.

Independently research and compile information and compute statistical information for Federal, State and District reports and special projects.

Using independent judgement, maintain a wide variety of complex financial, statistical and narrative records and reports.

Originate and independently prepare material for the approval of the administrator; prepare and revise a variety of documents, reports, catalogs and other materials.

Maintain the confidentiality of sensitive and personal information and materials.

Maintain confidentiality of information, including Board, District, personnel, pupil or controversial matters.

Proofread and edit reports, records and other data for accuracy, completeness and compliance with established standards; revise forms and other materials as needed.

Initiate and answer telephone calls; schedule appointments and interview callers; screen and refer calls as appropriate.

Coordinate communications and provide information to administrators, employees, students, parents and the public; explain State and federal laws and guidelines, District policies, programs, rules, requirements and procedures.

Make decisions within the scope of responsibility in accordance with laws and regulations and apply them to problem situations.

Prepare and assemble Board agenda items, assuring the inclusion of required background materials.

Schedule, direct and oversee tasks of necessary additional clerical personnel as required by job assignments and work load; provide guidance and monitor clerical workflow to assure efficient and effective office operations.

Arrange meetings, workshops or conferences as required.

Operate a variety of office equipment including but not limited to calculator, computer, and word processing hardware, printer, copier, scanner, folding machine, and two-way radio; and maintain school radio management and distribution.

Arrange for and send out notices of meetings; prepare agenda items from notes received from several sources; maintain records and prepare drafts of minutes for distribution to appropriate personnel.

Maintain financial records for assigned programs or functions and assist in the budget process as directed.

Open, sort and distribute U.S. and District mail.

Maintain calendar for administrator; schedule appointments and maintain the master calendar for the office.

Prepare and maintain a variety of confidential information, files and records including, but not limited to, time sheets and personnel records. Process payroll.

Prepare School Business Agreements and Extra Duty Assignments in the District HR Reporting System. Prepare Personnel Transaction Requests.

Order, receive, inventory, store and distribute supplies and forms for department personnel; assure adequate supplies to support office functions and activities.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Department organization, rules and programs.
Secretarial, clerical and administrative assistance duties required to support an administrator.
Coordination of office aspects of diverse programs and activities.
Organizational skills and public relations techniques.
Financial and statistical record-keeping.
Modern office practices, procedures and equipment, and various computer software such as, but not limited to, Microsoft Word, Excel, and PowerPoint.
Record-keeping filing and proofing techniques.
Oral and written communication skills.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Health and safety regulations.
District organization, operations, policies and objectives.
Applicable sections of State Education Code and other applicable laws.
Collective bargaining agreements.
Basic arithmetic skills.
Student and personnel confidentiality laws.

ABILITY TO:

Perform secretarial and administrative assistance duties for a District administrator.
Type at 30 words net per minute from clear copy.
Compose independently or from oral instructions letter, memos, bulletins or other material.
Make arrangements for meetings, workshops and conferences.
Maintain a variety of filing systems.
Make arithmetic calculations with speed and accuracy.

Attend meetings, conferences and workshops.
Organize, coordinate and prioritize a wide variety of clerical and secretarial activities and functions in the administrative office.
Assist in administrative detail and respond to routine inquiries.
Organize, schedule and maintain the Master Calendar for diverse activities, programs and events.
Coordinate and facilitate communications between District and site personnel, students, parents, community organizations and the general public.
Coordinate work flow, duties, assignments and clerical personnel to accomplish goals effectively and efficiently.
Understand and follow oral and written directions.
Communicate effectively with students, parents, staff and administration.
Read, interpret, apply and explain rules, regulations, policies and procedures pertaining to position.
Complete work with many interruptions.
Work confidentially with discretion.
Maintain records and prepare reports.
Take and transcribe from notes or any form of dictation accurately.
Work cooperatively and effectively with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work.
Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Graduation from high school or high school equivalency and four years of increasingly responsible secretarial experience.

WORKING CONDITIONS:

School or District office environment subject to demanding timelines and constant interruptions. Subject to exposure to communicable diseases.