

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR SECRETARY

BASIC FUNCTION:

Under the direction of a an assigned supervisor, perform a variety of clerical and secretarial duties to support an assigned school or District department; Coordinate flow of communication and information, prepare and maintain a variety of manual and automated records and reports related to assigned activities; Plan, organize and coordinate office activities and communications to assist a supervisor with administrative details.

REPRESENTATIVE DUTIES:

Plan, organize and coordinate activities to assist in administrative duties.

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

Coordinate timely 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.

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.

Compile data for budget; post and maintain budget and financial records of a variety of programs.

Research, compile, compute and maintain a wide variety of complex financial, statistical and narrative records and federal, State and District reports and special projects according to established procedures and timelines; maintain the confidentiality of sensitive and personal information and materials.

Type a variety of items including inter-office communications, requisitions, forms, letters, special projects, legal documents and other materials; establish and maintain project and confidential files.

Attend a variety of meetings and take minutes; prepare and send out notices of meetings; collect and compile information for meetings, projects and workshops; prepare and distribute minutes.

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.

Provide secretarial and clerical assistance to other staff as necessary; order supplies and materials and prepare purchase orders; assure adequate forms and supplies to support office operations.

Receive, open and screen incoming mail and independently compose replies according to established procedures.

Operate a variety of office equipment.

Prepare and process applications and forms in accordance with established procedures; assure compliance with a variety of laws and regulations governing assigned functions.

Proofread and edit reports, records and other data for accuracy, completeness and compliance with established standards.

May train and provide work direction to clerical personnel as assigned; coordinate office workflow and assignments to assure efficiency and effectiveness.

Coordinate communications between supervisors and other District staff and the public.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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:

- 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.
- Type at 30 words net per minute from clear copy.
- 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 two years of increasingly responsible secretarial experience, preferably in a school district.

WORKING CONDITIONS:

School or District office environment subject to demanding timelines and constant interruptions.

Job Study-1/2020