

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Administrative Secretary I	<b>REPORTS TO:</b>	Administrative or Executive Director
<b>DEPARTMENT:</b>	Assigned Department	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-36/CSEA 125 Salary Schedule

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**BASIC FUNCTION:**

Under the direction of an Administrator or Executive Director, perform responsible and complex secretarial services to assist with administrative and clerical detail to meet the needs of sites/departments and students; organize assigned activities and coordinate flow of communications in a reasonable, timely manner to the District and the general public; provide work direction to assigned staff.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Perform varied and technical secretarial duties relating to specialized departmental activities in support of one or more programs to meet the needs of the students, staff, family and sites; plan, organize and coordinate activities in a reasonable, timely manner to relieve the administrator of routine clerical details to meet the needs of the sites/departments and community. *E*

Perform a variety of duties requiring independent judgment and initiative; prioritize duties including telephone requests, correspondence, internal communications, and reporting requirements. *E*

Receive and screen callers and visitors to ensure reasonable, timely delivery of communication to appropriate staff, sites, departments or outside individuals/groups; provide information concerning District policies and procedures or direct to appropriate staff. *E*

Communicate with District staff or families in a reasonable, timely manner on sensitive issues according to established guidelines and procedures. *E*

Assure timely accurate communications between assigned office and other departments and agencies; type a variety of correspondence and materials. *E*

Compose correspondence independently or from rough draft or oral instructions; prepare timely materials related to Board Communications and Board agenda items as directed. *E*

Research and compile information and accurate statistical data for federal, State and District reports and special projects as assigned. *E*

Maintain and ensure reasonable, timely and accurate scheduling of calendar, meetings, conferences and appointments; schedule travel accommodations as required. *E*

Maintain comprehensive records; maintain confidentiality of information and records for the protection of students and staff; prepare reports and files, including those of a sensitive nature requiring discretion. *E*

Attend a variety of meetings, take notes and record proceedings; prepare and send out notices; collect and compile information; prepare and distribute minutes, reports or contracts. *E*

Operate a variety of office equipment including but not limited to typewriters, computers, copiers and fax machines. *E*

Provide work direction and clear expectations to assigned staff in support of professional learning. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by course work in secretarial science or related field and three years of increasingly responsible secretarial experience.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current office practices, procedures and equipment.  
Operation of a computer and data entry techniques.  
Software programs including but not limited to word processing, spreadsheet, and basic presentation.  
Correct oral and written usage of English, grammar, spelling, punctuation and vocabulary.  
Applicable Education Codes, Board policies and District regulations related to assigned activities.  
Interpersonal skills using tact, patience and courtesy.  
Accurate record-keeping techniques.  
Telephone and receptionist techniques and etiquette.  
Department operations, procedures, specific rules and procedures of the office.

**ABILITY TO:**

Operate a computer to enter data, maintain records and generate reports, memorandums and letters.  
Read, interpret, apply and explain rules, regulations, policies and procedures pertaining to current position.  
Maintain records and prepare reports.  
Effectively communicate and comprehend both orally and in writing.  
Establish and maintain cooperative and effective working relationships with a diverse range of people.  
Organize and prioritize to meet schedules and time lines.  
Type at 40 words net per minute and enter data accurately.  
Work confidentially and independently with many interruptions.  
Determine appropriate action within clearly defined guidelines.  
Learn new or updated computer systems/software programs to apply to current work.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Apply integrity and trust in all situations.  
Actively participate in meeting District goals and outcomes.  
Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; constant interruptions; contact with dissatisfied individuals; intermittent noise; repetitive activities.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, sitting for extended periods of time; dexterity to operate a computer and other standardized office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information in person or on the telephone; seeing to read various documents related to assigned activities; lifting light objects.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

***E* = Essential Functions**