

**CONFIDENTIAL JOB DESCRIPTION**

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**ADMINISTRATIVE SECRETARY I**

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**JOB SUMMARY:**

Serves as secretary to the Assistant Superintendent; performs a wide variety of complex secretarial duties, often of a confidential nature; coordinates communications and information; and assists with administrative and other non-routine duties.

**ESSENTIAL JOB FUNCTIONS:**

- Keeps informed on regulations, policies, developments, assignments, and deadlines.
- Researches and assembles information for use with reports and other documents.
- Screens and schedules appointments; keeps calendar updated for Assistant Superintendent.
- Receives, composes, and types correspondence, reports, and faxes/emails.
- Maintains administrative, correspondence, and confidential files.
- Disseminates information where judgment, knowledge, and interpretation of procedures and regulations are necessary.
- Assists in planning details for meetings, conferences, and other public gatherings.
- Assists in arranging business/conference travel.
- Assists other District staff members in various tasks (i.e., proofreading District publications, providing office support, etc.).
- Screens visitors, telephone calls, and mail.
- Processes requisitions and travel requests via the computer system.
- Assists in preparation of Board agenda.
- Assists in the preparation of the weekly update and other related responsibilities.
- Maintains a team-oriented atmosphere in the District's executive offices.
- Performs other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Evidence of successful full-time secretarial experience at the level of Secretary II or equivalent.
- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive and caring manner; type or keyboard at a net corrected speed of 55 words per minute; understand and carry out oral and written directions; and establish and maintain cooperative working relationships.
- Ability to perform a variety of difficult tasks; prioritize tasks and accomplish them in a timely manner; and work independently.
- Knowledge of modern office procedures and practices, including personal computer applications used for word processing, financial, spreadsheet, and presentations; appropriate English usage, spelling, grammar, punctuation, and mathematical processes.

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- Graduation from high school or equivalent.
- College and/or business school highly desirable.

*Confidential Salary Schedule: Range 20*  
BOARD APPROVED: 8/17/04