

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE SECRETARY I (Range 18)

BASIC FUNCTION:

Under the direction of an assigned coordinator of manager, provide assistance with varied and responsible secretarial and clerical support services to assist the supervisor with administrative and clerical detail; organize office activities and coordinate flow of communications for the assigned supervisor.

DISTINGUISHING CHARACTERISTICS:

The Administrative Secretary series is used for bargaining unit secretarial positions. The Executive Secretary series is used for confidential positions. The Administrative Secretary I classification reports to a District office Coordinator, Manager, Assistant Director or comparable level supervisor and performs a broad range of administrative support activities for an assigned program or office. The Administrative Secretary II classification reports to a District-level classified or certificated Director, Executive Director or comparable level supervisor and performs a broad range of administrative activities in support of a more complex function with substantial District-wide impact. The Administrative Secretary III class reports to an Assistant Superintendent.

REPRESENTATIVE DUTIES:

Perform a wide variety of responsible secretarial and clerical work related to the assigned function; compose independently or from oral instruction, letters requesting or providing information or dealing with routine matters; distribute materials as appropriate. *E*

Compile information and prepare and maintain a wide variety of complex data, records and reports according to established procedures and time lines; process a variety of forms and applications pertinent to the assignment; establish and maintain files. *E*

Coordinate office communications; initiate and answer telephone calls; schedule appointments; explain program policies and procedures; provide information of general or limited technical nature to parents, staff and others. *E*

Prepare and maintain financial and statistical records related to the assignment; collect and account for fees; record expenditures and maintain current balances in assigned budgets. *E*

Type letters, reports, memoranda, records, expense claims forms and other materials from straight copy, rough drafts or oral instructions. *E*

Operate a variety of office equipment including typewriter, calculator, copier and others; operate a computer and assigned software programs to record information and generate lists, reports and other materials. *E*

Administrative Secretary I

E = Essential Duty

Salary Range increased (7/1/16) based on Comparability Study – Board Approved 5/31/16

Review reports, records and other data for accuracy, completeness and compliance with established standards. *E*

Schedule meetings, appointments and hearings; maintain calendars. *E*

Compile and duplicate materials as needed; receive, sort and distribute mail. *E*

Order and maintain various forms, supplies, books and equipment as necessary; maintain a variety of complex files. *E*

Attend meetings and take minutes as assigned.

Train and provide work direction to student assistants.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Record-keeping techniques, filing systems and information management.

Financial and statistical record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of office machines including a computer terminal.

ABILITY TO:

Perform varied and complex secretarial and clerical support duties.

Work independently with little direction.

Type at 45 words net per minute from clear copy.

Operate a variety of office machines including typewriter, calculator, transcription equipment, copiers and computer terminal and printer.

Utilize word processing and other computer software.

Compose materials independently or from oral instructions.

Maintain a variety of filing systems.

Establish and maintain effective working relationships with others.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Understand and follow oral and written directions.

Add, subtract, multiply and divide quickly and accurately.

Meet schedules and time lines.

Work confidentially with discretion.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical experience involving the use of automated office equipment.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal and office equipment.

Speaking to exchange information.

Seeing to assure accurate and complete correspondence.

Reaching to retrieve and maintain files.

Sitting for extended periods of time.

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