

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Administrative Secretary – District Office

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

Two years of responsible and varied secretarial and clerical experience, including some experience in leading and coordinating the work of others.

Education:

High school diploma or equivalent, including or supplemented by coursework in office management, typing or other related skill areas.

SUMMARY

Under the supervision of a District Administrator, performs specialized and responsible clerical, secretarial, and administrative aide functions often of a confidential nature requiring independent judgment.

SPECIFIC RESPONSIBILITIES

1. Receives and responds to inquiries from either office visitors or telephone contacts.
2. Makes appointments, schedules conferences and meetings.
3. Prepares letters and memos from general direction/marginal notes of dictation.
4. Arranges meetings and notifies persons to be present.
5. Assembles data/information and prepares reports for administrative review.
6. Receives and routes office correspondence.
7. Checks reports, records and data for accuracy and completeness.
8. Maintains a variety of files and documents of a confidential nature.
9. Requisitions, receives, issues and stores office supplies.
10. Supervises clerical assistants when assigned.
11. May take notes of meetings when assigned and prepares a summary.
12. Prepares and processes input data for computerized record management storage and utilizes the output reports in the office operational functions.
13. Operates various office machines and equipment.
14. Assists with budget planning and expenditure control.
15. Processes required documents and activity materials for the various schools.
16. Performs other related duties as assigned.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

-Organization and management of a specialized clerical operation,

- modern office methods and equipment, including automated record management and filing systems,
- receptionist and telephone techniques,
- correspondence and report writing,
- punctuation and arithmetical concepts;
- basic techniques of employee motivation and organization.

Ability to:

- Assume responsibility for routine administrative aide duties;
- compose correspondence independently;
- plan, organize and coordinate the work of others;
- type at a net corrected speed of 50 words per minute;
- take and make arithmetical calculations with speed and accuracy;
- understand and carry out oral and written directions;
- establish and maintain cooperative working relationships,
- operate office machines and equipment.