

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Executive Secretary I

**Reports to:** Department Administrator

**Classification:** Classified Confidential

**FLSA:** Non-Exempt

**Range:** Classified Confidential Salary  
Schedule

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### **EDUCATION AND EXPERIENCE**

Three years of District experience in clerical/secretarial work.

High school diploma or equivalent and completion of business education courses.

### **SUMMARY**

Under supervision of the Superintendent, performs clerical and secretarial work for the District and Board of Education. Performs other related work in the District as required and assigned.

### **SPECIFIC RESPONSIBILITIES**

1. Takes dictation and transcribes information;
2. Types letters, memos, reports, stencils and ditto materials;
3. Prepares documents and forms;
4. Maintains various files for confidential materials;
5. Disseminates information using judgment and interpretation;
6. Operates office machines and equipment;
7. Contacts by phone, or personally, parents, schools, public and Board members;
8. Initiates and maintains schedules and appointments for the Superintendent;
9. Opens/distributes executive mail;
10. Prepares Board Agenda and back-up materials;
11. Takes Board Minutes, Transcribes and files all permanent records;
12. Maintains files/ correspondence for administrative personnel;
13. Prepares legal documents;
14. Performs other related duties as assigned.

### **SPECIFIC QUALIFICATIONS**

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

Knowledge of:

- Methods, practices and procedures of office work
- office machines and filing systems;
- The Education Code,
- district Policy and procedure;
- coordinating meetings and conferences and
- compiling various records and reports

Ability to:

- Take dictation at 110 words per minute,

- type from clear copy at 60 words per minute,
- use independent judgment and initiative,
- plan and organize work load,
- meet and deal with the public.