

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Executive Secretary II - MSC

Classification: Classified Confidential

Reports To: Site Administrator

FLSA: Non - Exempt

Range: Classified Confidential Salary Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and three years of secretarial or administrative assistant experience involving frequent public contact.

SUMMARY

Under the direction of an assigned Assistant Superintendent, perform varied and responsible secretarial and administrative assistance to relieve the Assistant Superintendent of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications for the assigned supervisor.

DISTINGUISHING CHARACTERISTICS

The Executive Secretary II classification is responsible for performing secretarial and administrative assistant duties to relieve an Assistant Superintendent of administrative and clerical detail. The Administrative Assistant classification is responsible for relieving an assigned supervisor of administrative and clerical detail by performing secretarial and administrative assistant duties.

SPECIFIC RESPONSIBILITIES

Essential Duties:

1. Perform varied and responsible secretarial and administrative assistant duties to relieve the Assistant Superintendent of administrative and clerical detail; plan, coordinate and organize office activities.
2. Coordinate flow of communications; initiate and answer telephone calls; screen and route calls; take messages; greet and assist visitors; respond to inquiries and provide information.
3. Communicate with District personnel, vendors and various outside agencies to exchange information, coordinate activities and resolve issues or concerns related to office programs, purchase orders, District personnel, attendance, schedules, policies, procedures and assigned activities.
4. Compile and verify information and input into assigned computer system; generate computerized reports according to established procedures and time lines; process a variety of forms and applications.
5. Prepare and maintain a variety of data, records and reports related to office programs, expenditures, attendance, student information and assigned activities; assure accuracy and completeness of data, records and reports; establish and maintain filing systems.
6. Type letters, memoranda, lists, labels, forms, certificates, newsletters and other materials from straight copy, rough drafts and oral instructions; assemble packets; compile and duplicate materials as needed.
7. Operate a variety of office equipment including a copier, calculator, fax machine,

typewriter, computer and assigned software.

8. Receive, open, sort, screen and distribute incoming mail; prepare and disseminate materials and information to the public and staff regarding various events and programs.
9. Schedule, attend and prepare documents and agendas for appointments, conferences and meetings as assigned; take minutes at assigned appointments, conferences and meetings; prepare and maintain calendars as directed.
10. Monitor inventory levels of office supplies; order office supplies and prepare purchase orders as directed; arrange repairs for office equipment as necessary.

OTHER DUTIES

1. Assist with preparing and maintaining the department budget and monitoring expenditures as directed.
2. Participate in special projects, events and activities.
3. Perform related duties as assigned.

SPECIFIC QUALIFICATIONS

Knowledge of-

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Terminology, processes and operations of assigned office or program.

District organization, operations, policies and objectives.

Record-keeping techniques.

Business letter and report writing techniques.

Telephone techniques and etiquette.

Research methods.

Applicable laws, codes, rules and regulations related to assigned activities.

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

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Methods of collecting and organizing data and information.

Ability to-

Perform varied and responsible secretarial and administrative assistant duties to relieve the Assistant Superintendent of administrative and clerical detail.

Plan, coordinate and organize office activities and coordinate flow of communications for the assigned supervisor.

Operate a variety of office equipment including a computer and assigned software.

Compose correspondence and written materials independently or from oral instructions.

Establish and maintain a variety of filing systems.

Interpret, apply and explain laws, rules, regulations, policies and procedures.

Work independently with little direction.

Prioritize and schedule work.

Understand and work within scope of authority.

Type or input data at 55 words per minute from clear copy.

Maintain records and prepare reports.

Complete work with many interruptions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

WORKING CONDITIONS

Environment:

Office environment.

Constant interruptions.

Physical Demands:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.