

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Administrative Secretary I

Reports to: Department Administrator

Classification: Classified Confidential

FLSA: Non-Exempt

Range: Classified Confidential Salary
Schedule

EDUCATION AND EXPERIENCE

Experience:

Three years of clerical and secretarial experience.

Education:

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

SUMMARY

Under the supervision of a district Administrator, assumes the responsibility for clerical and secretarial duties in a Management office involving programs for various levels of District-wide application. Performs other duties as may be assigned which require independent judgment.

SPECIFIC RESPONSIBILITIES

1. Screen office callers and secures and provides requested information.
2. Makes appointments; schedules conferences and meetings.
3. Prepares letters and memos from general direction/marginal notes or dictation.
4. Maintains departmental files.
5. Prepares and processes input data for computerized record management, web page, storage and retrieval system, and utilizes the output reports in the office operational functions.
6. Arranges meetings and notifies persons to be present.
7. Assembles data/information and prepares reports for administrative review.
8. Receives and routes office correspondence.
9. Checks reports, records and data for accuracy and completeness.
10. Maintains office supplies.
11. Takes verbatim notes of meetings when assigned and prepares a summary.
12. Operates various office machines and equipment.
13. Performs other related duties as assigned.
14. Assists with budget planning and expenditure control.
15. Processes required documents and activity materials for the various schools.

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:

-Modern office practices and procedures;

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- business English, proper English usage, spelling.
- Grammar, punctuation, and basic arithmetical concepts;
- modern filing methods and personal computers.

Ability to:

- Perform responsible secretarial and clerical functions with speed and accuracy in spite of interruptions;
- compose routine correspondence with minimal direction;
- make arithmetical calculations with speed and accuracy;
- compile and maintain accurate records and prepare clear and concise reports;
- type at a net speed of 50 words per minute;
- understand and carry out oral and written directions;
- establish and maintain effective and cooperative working relationships with school personnel and the public.