

SENIOR SECRETARY

JOB SUMMARY

Under general supervision, performs skilled secretarial and clerical work including organization of departmental activities, word processing and typing requiring independent judgment and discretion.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the higher-level class of School Secretary by the responsibility for clerical and secretarial work for a District department rather than for an individual school. This class differs from the lower class of Secretary in that the duties and responsibilities are more varied, complex and technical in nature and involve responsibility on a wider scope, such as providing services for a department rather than a program. This class is distinguished from the Administrative Secretary class in that the duties and responsibilities of the Administrative Secretary are more varied, technical and confidential in nature, involve a higher degree of initiative and independence and more knowledge of the policies and procedures of district wide functions and operations.

EXAMPLES OF DUTIES

Performs clerical and secretarial work involving the use of considerable independent judgment and an understanding of District functions and procedures; coordinates the work of lower level secretarial and clerical employees; receives visitors, give out information or refers callers to proper officials; performs public relations and communication services, transcribes minutes and answers routine letters independently; receives telephone calls and exercises judgment in determining the importance and urgency of calls and whether calls should be referred to other officials; arranges meetings for the supervisor; makes inquiries and obtains information and documents for the supervisor involving contact with administrative officials in other departments; assists in the preparation of reports by gathering and summarizing information from a variety of sources; installs and revises filing systems and other clerical procedures; operates computers to input or retrieve data; may utilize a variety of computer software to perform critical functions such as word processing, statistical spreadsheets and database management; performs other related duties as needed.

EMPLOYMENT STANDARDS:

Education: Any combination equivalent to graduation from high school supplemented by course work in clerical and secretarial practices.

Experience: Three years of increasingly responsible clerical experience, one year of which must have been in a secretarial capacity. Computer experience is required, including use of word processing, spreadsheet and database management programs.

Knowledge of: Office practices and procedures including filing systems and telephone techniques; principles of business letter and report writing including correct English usage, grammar, spelling, and punctuation; collection and organization of data and information; fiscal recordkeeping practices and procedures; oral and written communication skills; interpersonal skills using tact, patience and courtesy.

Ability to: Pass a typing test at 50 wpm; establish and maintain effective working relations with administrative and instructional personnel and the public; perform work independently and with a minimum of supervision; operate standard office machines including computers and typewriters; learn and effectively utilize computer software such as word processing, spread sheets and database management; compose correspondence independently; learn, understand and interpret written directions, rules, regulations, laws and policies and apply them to specific situations; keep numerical records and compile reports; coordinate the work of other employees; maintain confidentiality.

PHYSICAL STANDARDS:

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this clerical category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on specialized department assignment.

Work Environment: While performing the duties of this position employees are subject to constant interruption and are in direct contact with the public and employees. Negative interactions resulting from these contacts can result in stressful situations. These positions may be high volume positions and may work without direct and/or constant supervision. The noise level in an office environment is usually quiet.

Physical Demands: The physical demands of these positions include the ability to sit for extended periods of time. These positions require some walking and standing as well as bending and reaching at, below and above shoulder level. Lifting, pushing or pulling of objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom and personal contact. Specific vision abilities including close vision, depth perception and the ability to focus are required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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Adopted By The Personnel Commission:

02/02/81

Revised By The Personnel Commission:

06/03/85, 10/05/87, 10/03/88, 6/13/02, 3/4/04