

MERCED CITY SCHOOL DISTRICT**CLASS TITLE: ADMINISTRATIVE SECRETARY****BASIC FUNCTION:**

Under the direction of an Assistant Superintendent, perform a variety of technical, clerical and secretarial support functions; in support of functions assigned coordinate the overall operations of the assigned office.

REPRESENTATIVE DUTIES:

Perform a variety of clerical and technical tasks and serve as liaison with other District staff and the public. *E*

Coordinate the overall operations of the assigned office; design and implement office records and filing systems. *E*

Obtain and provide information to staff and the public where judgment, knowledge and interpretation of policies and regulations, and District functions and programs are required; make decisions regarding procedural matters within the scope of responsibility. *E*

Perform a variety of activities related to the assigned departmental or support services office; provide services which affect District-wide programs and services. *E*

Take and transcribe dictation from direct dictation or from an automated transcribing system; and type a variety of materials including those of a confidential nature; take and transcribe minutes from meetings of a variety of committees and groups. *E*

Compose, prepare and assemble materials such as routine correspondence and agenda items and research, collect and compile statistical, financial, or other diverse and specialized information. *E*

Review and check documents for completeness, accuracy and conformance with applicable rules/regulations and procedural requirements. *E*

Lead the work of office staff; provide training and technical leadership and direction as necessary; assure that established procedures are carried out efficiently; assist in setting work priorities and assist in the preparation of performance evaluations; serve as a resource person for other district secretarial and clerical staff. *E*

Maintain office equipment in proper working condition and arrange for repairs or supplies as needed.

Coordinate and schedule appointments, arrange meetings and make travel arrangements; oversee the master calendar as assigned; attend meetings as assigned; screen visitors and phone calls. *E*

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Receive mail and identify and refer matters in order of priority.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Administrative Secretary works under the direct supervision of the Assistant Superintendent. Exercises no supervision.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Principles and practices of training and providing work direction to others.

Agenda preparation and distribution techniques.

Modern office practices, procedures and equipment.

Letter and report preparation techniques.

Data management.

Storage and retrieval systems.

Receptionist and telephone techniques and etiquette.

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

Computational methods.

Computer, word processing and spreadsheet applications.

ABILITY TO:

Perform difficult, complex and confidential responsible clerical and secretarial work independently and effectively.

Prepare, review and distribute agendas as assigned.

Analyze difficult and sensitive situations and adopt an appropriate course of action.

Compose correspondence and other narrative material.

Assemble and compile data/information and prepare reports.

Maintain complex files and records.

Understand and retain a variety of policies, procedures and technical written material and information.

Operate a variety of office equipment including microcomputers, computer terminals, word processors, typewriters, and transcription equipment.

Type at 60 words per minute from clear copy.

Take direct dictation at 80 words per minute and transcribe accurately, or transcribe data from an automated transcribing system with speed and accuracy.

Work confidentially with discretion.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by training in business office management and four years of increasingly responsible secretarial experience performing a wide variety of duties.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and review various materials.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: June 16, 1975

Policy Revised: March 3, 1981

Policy Revised: September 7, 1982
Policy Revised: June 17, 1986
Policy Revised: November 20, 1989
Policy Revised: June 3, 1992
Policy Revised: April 4, 1995
Policy Revised: October 6, 1998