MT. DIABLO UNIFIED SCHOOL DISTRICT

CONFIDENTIAL SECRETARY (C/F)

Primary Function

Performs secretarial and clerical work requiring initiative and independent judgment in accord with established procedures. Performs work related to employee/employer relations.

Directly Responsible To

Superintendent or
Director, Budget and Fiscal Services

Supervision

Supervises the work of classified employees as assigned

Major Responsibilities

1. Performs administrative secretarial work for a district official.
2. May provide clerical support to members of the Board of Education.
3. May serve as office manager, including maintenance of calendar.
4. Takes and transcribes minutes.
5. Composes correspondence.
6. Types, from draft and other sources, letters, memoranda, reports, and other materials.
7. Arranges meetings and conferences and makes necessary reservations.
8. May have supervisory responsibilities over subordinate employees.
9. Exercises discretion and judgment on delegated administrative decisions.
10. Receives and dispenses information to the general public and other departments.
11. Prepares regular reports, recaps and updates as assigned.
12. May perform administrative duties on special projects.

21. Attends job related meetings and activities specified by the position supervisor.
22. Performs additional duties assigned by the position supervisor as an adjunct to regular stated duties.
23. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the immediate supervisor and/or Superintendent.

Qualifications

Knowledge and Skills

1. Knowledge of office procedures and practices.
2. Knowledge of correspondence English and spelling.
3. Knowledge of basic accounting procedures as position requires.
4. Ability to exercise good judgment and tact.
5. Ability to work effectively with all segments of the educational community and general public.
6. Ability to design and implement procedures.
7. Knowledge of school district operations and procedures.
8. Skill in translating Board and district policy to various employees, individuals and groups.
9. Knowledge of policies, laws and regulative procedures of the office to which assigned.
10. Knowledge of the purpose, function, and practices of own department.
11. Knowledge of the functions and procedures of other district departments.
12. Knowledge of modern office equipment including automated data and/or word processing storage and retrieval systems, spreadsheet and data base programs.
13. Skill in working independently without specific instructions.
14. Skill in handling confidential material with discretion.
15. Skill in typing, taking and transcribing dictation quickly and accurately.
16. Skill in dealing tactfully and effectively in person and on the telephone.
17. Skill in operating a personal computer and/or computer terminal for word processing, spreadsheets and other programs.
18. Ability to be available for no-notice overtime as required.

Education, Training and Experience

1. Increasingly responsible experience in performing high-level clerical or office management duties.
2. Progressively responsible secretarial duties.
3. An equivalent combination of training and experience.

Adopted by the Board of Education 3/10/98