

SAN YSIDRO SCHOOL DISTRICT

TITLE: Administrative Secretary III

DEPARTMENT: As assigned

FLSA: Non-Exempt

Revised: September 2021

REPORTS TO: District Administrator

CLASSIFICATION: Classified (12 month)

SALARY: Classified Salary Schedule (Steps 18-22)

Board Approved: October 21, 2021

BASIC FUNCTION: Under general direction of a district administrator, perform a wide variety of complex and responsible clerical and administrative duties; coordinate and organize office activities to relieve the administrator of as much office detail as possible.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below.)

- Coordinate a wide variety of specialized office activities to assist the administrator in accurately and efficiently completing departmental objectives.
- Maintain a variety of reports, records and files relating to staff, operations and other activities
- Interpret and apply district policies, and rules and regulations.
- Type and compose correspondence independently from drafts or verbal direction; type a wide variety of documents including inter-office memos, requisitions, forms, letters, special projects, legal documents and other materials unique to the office.
- Assist in the coordination and compilation of Board agenda materials.
- Perform research, review, check, correct, and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data as required.
- Receive, open and screen incoming mail and independently compose replies according to standard procedures. Compile, post and maintain budget and financial records as required; order supplies and materials and prepare purchase requisitions as required by the office.
- Receive and screen phone calls and visitors to the office; provide information, direct callers and visitors to proper individual and/or office; provide information to students, staff, public and other agencies as required. Operate a variety of office equipment including but not limited to typewriter, computers, copiers, calculator, printers, and others.
- Schedule meetings, conferences and appointments as required; arrange travel accommodations as directed. Train and provide work direction to, departmental staff as assigned; monitor office workflow and assure compliance with established time lines, procedures and standards of quality.

KNOWLEDGE OF:

- District organization, operations, policies, and objectives.
- Department organization, rules and regulations, and procedures.
- Modern office-practices, procedures and equipment.
- Telephone techniques and etiquette
- Operation of office machines and various computer equipment and programs.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience, courtesy and diplomacy.
- Financial and statistical record-keeping techniques.
- Basic research methods.

ABILITY TO:

- Perform complex and increasingly responsible secretarial duties.
- Work independently with little direction.
- Understand and follow oral and written directions.
- Compose independently or from oral instructions letters, memos, bulletins or other materials.
- Establish and maintain effective working relationships with others.
- Read, interpret and apply rules, regulations, policies and procedures.
- Operate various office machines such as typewriter, computer terminals, copiers, printers and calculator.
- Schedule and coordinate meetings, conferences and appointments.
- Maintain a variety of files, records, and logs.
- Work confidentially with many interruptions.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

- High School Diploma or equivalent
- Associate's Degree in a related field OR any combination of education and clerical experience that equates to the completion of a two year associates degree OR two years previous experience performing clerical and administrative assistant duties.

WORKING CONDITIONS

Office environment; subject to constant interruptions and office activities.

PHYSICAL REQUIREMENTS:

Lifting and carrying objects up to 15 pounds, dexterity of hands and fingers to operate a computer terminal and standard office equipment, bending at the waist and reaching to retrieve files, hearing and speaking to exchange information in person and on the telephone. Seeing to read and prepare correspondence, and sitting for extended periods of time.