JOB DESCRIPTION

JOB TITLE: Administrative Secretary

Job Family: Confidential

Range: 57

Job Purpose Statement/s: The job of "Administrative Secretary" is done for the purpose/s of assisting the Assistant Superintendent or comparable administrator in offices having the broadest, District-wide, line and staff responsibilities by organizing office activities, coordinating communications, handling a variety of specialized office routines and performing responsible and complex secretarial duties; performs assigned technical activities, prepares conference minutes, compiles parts of board agendas; assumes and prepares information to assist administrative decisions.

Essential Job Functions:

- **Organizes** and compiles report from data submitted by other operating units, which require the uses of independent judgment.
- **Assists** in conference and meeting planning and arrangements.
- **Handles** regular and routine questions or requests from schools and District offices concerning the specific application of policies and procedures.
- **Conducts** interviews and telephone inquiries to obtain information.
- **Establishes** office forms and procedures following general instruction.
- **Takes** and edits dictation that requires a substantial amount of technical terminology.
- **Takes** official minutes of conference dictation.
- **Compiles** agenda materials, data for comprehensive reports, statistical information and prepares final drafts for administrative approval.
- **Maintains** Schedules, deadlines and appointment records.
- **Screens** calls and visitors.
- **Types** letters, reports, contracts, statistical materials and manuscripts accurately, in good form and attractive layout.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements – Qualifications:

- **Experience Required:** Varied secretarial experience; preferably in school district operations; or additional college training may be substituted for some of the required experience on a year-for-year basis to a maximum of two (2) years.
- **Skills, Knowledge and/or Abilities Required:**

  Skills: Typing/keyboarding accurately at a rate of 70 words per minute; may require use of shorthand and/or dictaphone and conference minutes capability.

Knowledge of functions, organizations and basic clerical operation of an administrative office and the scheduling, layout and supervision of diverse activities and modern office methods and practices. Filing systems, receptionist and telephone techniques, business forms, letter and report writing, proof-reading and office equipment; correct English usage and vocabulary at the community college level or equivalent and relationships to state laws and other school organizations; general public relations.

Ability to sit for prolonged periods, perform and coordinate difficult office, secretarial and clerical work involving independent judgment and requiring speed and accuracy. Devise or adapt office procedures to changing organization need. Make clear and comprehensive reports and keep difficult records. Understand, interpret and apply rules and written directions to specific situation. Effectively meet administrative and professional personnel and the public in situations requiring tact and poise. Compose correspondence independently. Acquire technical information, terminology and procedures quickly.

* **Education Required:** One (1) year of college level. One year of additional school experience may be substituted for the one (1) year of college training.
* **Licenses, Certifications, Bonding and/or Testing Required:** Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results.